Fw: QSpiders 2024 Batch!!! Free Incubation-placement integrated Boot camp program Final Selection List

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Mon 11/20/2023 8:27 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Sapna,
Please update PIdata and company details.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. - 8928059766
www.vsit.edu.in

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From: devikarani.l@qspiders.com <devikarani.l@qspiders.com>
Sent: Sunday, November 19, 2023 9:16 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: athirakollara0405@gmail.com <athirakollara0405@gmail.com>; thakurvinayyy28@gmail.com <thakurvinayyy28@gmail.com>; basaniuma9@gmail.com <basaniuma9@gmail.com>; itsmesrikanth2003@gmail.com <itsmesrikanth2003@gmail.com>; sohamorlikar@gmail.com <sohamorlikar@gmail.com>; habibachikteyyy@gmail.com <habibachikteyyy@gmail.com>; namratachowdhary8@gmail.com <namratachowdhary8@gmail.com>; jagruti282000@gmail.com <jagruti282000@gmail.com>; pallavidasari212@gmail.com <pallavidasari212@gmail.com>; arafatilakhani24@gmail.com <arafatilakhani24@gmail.com>; vegnakarampuri09@gmail.com <vegnakarampuri09@gmail.com>; aaru2207123@gmail.com <aaru2207123@gmail.com>; saigouthamiyeligeti123@gmail.com <saigouthamiyeligeti123@gmail.com>; mishraswati1311@gmail.com <mishraswati1311@gmail.com>; ruchitasuram@gmail.com <ruchitasuram@gmail.com>; 'sumaiya' <sumaiya@qspiders.in>; supriya.l@qspiders.com <supriya.l@qspiders.com>
Subject: QSpiders 2024 Batch!!! Free Incubation-placement integrated Boot camp program Final Selection List

Hello Sir/Mam,
Good Morning,
We are happy to announce the Final Selects for Free Incubation placement integrated Boot camp program of 2024 passing Batch from your college.
We heartily congratulate students for getting offered & we officially welcome all the selected students to Q/J/PYSpders.
Below mentioned students in the offer letter are the Final selects & Please communicate the same with students & also please revert us with the date of joining along with preferred loaction.

Qspiders Campus

Qspiders Campus Connect

A Unit of Test Yantra Software Solutions India Pvt Ltd

INCUBATION OFFER LETTER

Dated:

Dear Sir/Mam,

We are happy to inform you that Below 2024 passing batch Students from your **vidyalankar school of information technology(VSIT)** been Selected in our Incubation Screening Drive.

Name	Contact No	Email ID	Degree	Stream	10th%	12th %	Deg%	College
Athira Manoj Kollara	9892730972	athirakollara0405@gmail.com	BSc DS	BSc DS	86.40%	89.67%	9.9	vidyalankar school of information technology(VSIT)
Vinay Sanjay Thakur	8433870234	thakurvinayyy28@gmail.com	BSc IT	BSc IT	81.80%	87.50%	7.77	vidyalankar school of information technology(VSIT)
Uma Venkatesh Basani	8355811914	basaniuma9@gmail.com	BSc IT	BSc IT	81.80%	89.00%	9.5	vidyalankar school of information technology(VSIT)
Srikanth Loknath Siddabattula	9867944316	itsmesrikanth2003@gmail.com	BSc IT	BSc IT	60.20%	80.83%	6.92	vidyalankar school of information technology(VSIT)
Soham Krishna Morlekar	7304865943	sohamorlikar@gmail.com	BSc IT	BSc IT	73.78%	81.80%	6.25	vidyalankar school of information technology(VSIT)
Habiba Khalil Chikte	9403043657	habibachikteyyy@gmail.com	BSc IT	BSc IT	75.60%	92.33%	9.22	vidyalankar school of information technology(VSIT)
Namrata Chowdhary	9321043274	namratachowdhary8@gmail.com	BSc IT	BSc IT	75.60%	87.80%	9.1	vidyalankar school of information technology(VSIT)
Jagruti Chavan	9326482813	jagruti282000@gmail.com	MSc IT	MSc IT	70.20%	58.31%	9.6	vidyalankar school of information technology(VSIT)
Pallavi Ramesh Dasari	9870133163	pallavidasari212@gmail.com	BSCIT	BSCIT	69.60%	86.83%	9	vidyalankar school of information technology(VSIT)
Arafat Irfan lakhani	9619785650	arafatilakhani24@gmail.com	BScDS	BScDS	77%	84%	9.8	vidyalankar school of information technology(VSIT)
Vegna Karampuri	9321424091	vegnakarampuri09@gmail.com	MSc IT	MSc IT	70.45%	53.45%	9.43	vidyalankar school of information technology(VSIT)
Arati Dharamveer Gupta	8454053084	aaru2207123@gmail.com	BSc IT	BSc IT	81.00%	88.00%	9.2	vidyalankar school of information technology(VSIT)
Saigouthami Krishnahari Yeligeti	8928204106	saigouthamiyeligeti123@gmail.com	BSc IT	BSc IT	81.62%	62.00%	8.02	vidyalankar school of information technology(VSIT)
Swati Shubhendra Mishra	9324784140	mishraswati1311@gmail.com	BSc IT	BSc IT	78.40%	70.00%	9.7	vidyalankar school of information technology(VSIT)

Ruchita Suram Sampath	8108322953	ruchitasuram@gmail.com	BSc IT	BSc IT	46.44%	72.71%	6.1

vidyalankar school of information technology(VSIT)

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development/Python & General Aptitude.**
- On successful completion of their training they will be awarded with course completion Certificate
- No other programs are included in this training module

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day of reporting with all semester marks cards, 10th 12th/PUC & Degree[Till Now],1 Govt ID proof & 2 passport size photo.

This letter is valid only on respective date of joining only,which will be communicated once we discuss with your placement officer & we would also send you the joining & location confirmation mail. If you join on any other date, free training will not be valid.

Thank & Regards

QSpiders Campus Connect Team.

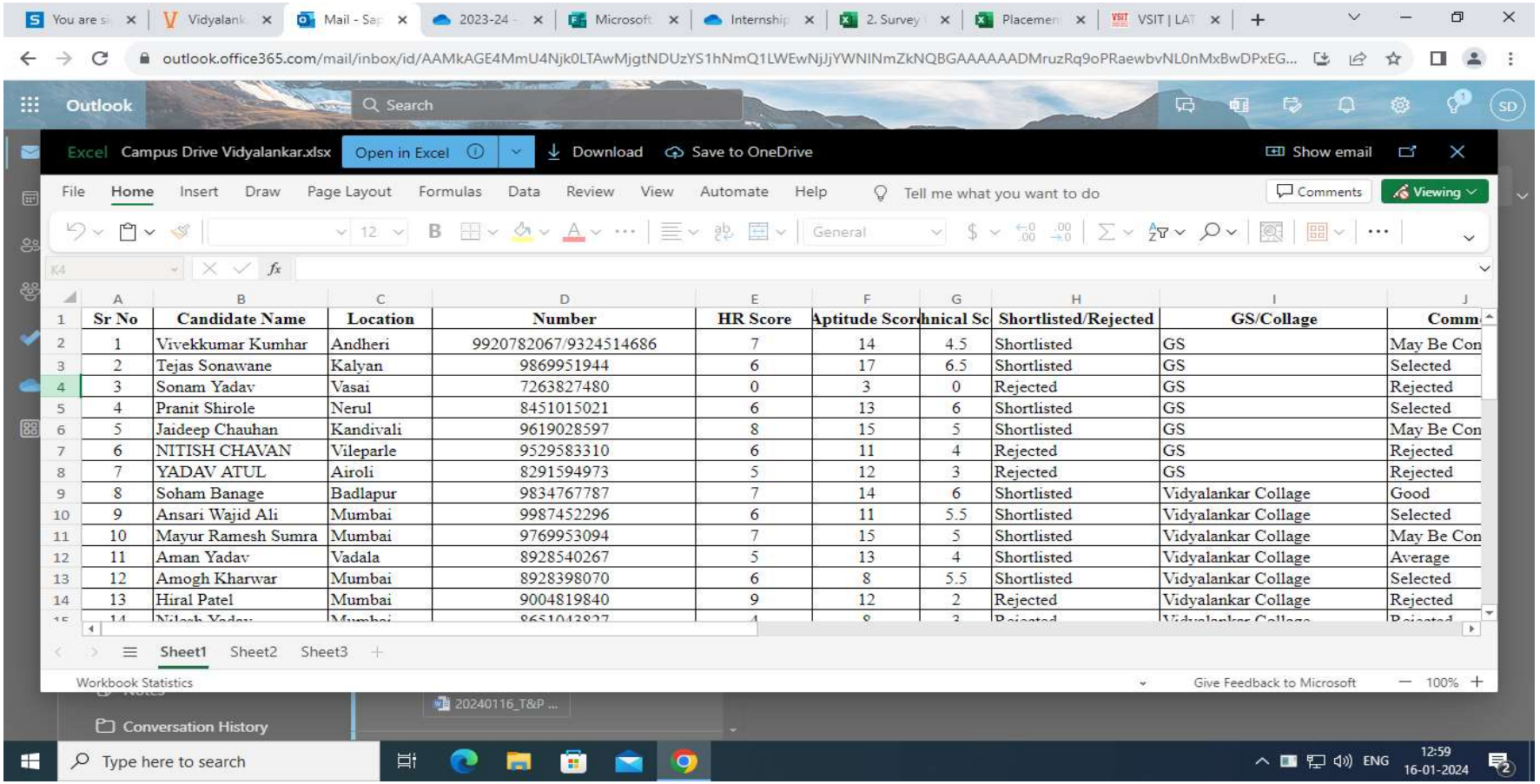
For Selected students anything in further information or Query contact only on below numbers according to college State/Location

-Maharashtra - 8867795672/9686187291

[Note- This mail is a final confirmation of your selection, No Commercials involved & students while reporting can take a print/show the mail confirmation to the respective concerns @ Q/J/PYSpiders]

QSpiders JSpiders
Training & Development Center

Thanks & Regards,
L Devika Rani Shelke
Business Manager
QSpiders Campus Connect
E-Mail:- devikarani.l@qspiders.com
www.qspiders.com | www.jspiders.com
Bengaluru | Mysore | Chennai | Hyderabad |AP|Pune | Mumbai | Kolkatta |Chandigarh |
Noida | Gurugram | Bhubaneswar | UK-London | US-California | Ireland |



	A	B	C	D	E	F	G	H	I	J
1	Sr No	Candidate Name	Location	Number	HR Score	Aptitude Scor	hnical Sc	Shortlisted/Rejected	GS/Collage	Comm
2	1	Vivekkumar Kumhar	Andheri	9920782067/9324514686	7	14	4.5	Shortlisted	GS	May Be Con
3	2	Tejas Sonawane	Kalyan	9869951944	6	17	6.5	Shortlisted	GS	Selected
4	3	Sonam Yadav	Vasai	7263827480	0	3	0	Rejected	GS	Rejected
5	4	Pranit Shirole	Nerul	8451015021	6	13	6	Shortlisted	GS	Selected
6	5	Jaideep Chauhan	Kandivali	9619028597	8	15	5	Shortlisted	GS	May Be Con
7	6	NITISH CHAVAN	Vileparle	9529583310	6	11	4	Rejected	GS	Rejected
8	7	YADAV ATUL	Airoli	8291594973	5	12	3	Rejected	GS	Rejected
9	8	Soham Banage	Badlapur	9834767787	7	14	6	Shortlisted	Vidyalankar Collage	Good
10	9	Ansari Wajid Ali	Mumbai	9987452296	6	11	5.5	Shortlisted	Vidyalankar Collage	Selected
11	10	Mayur Ramesh Sumra	Mumbai	9769953094	7	15	5	Shortlisted	Vidyalankar Collage	May Be Con
12	11	Aman Yadav	Vadala	8928540267	5	13	4	Shortlisted	Vidyalankar Collage	Average
13	12	Amogh Kharwar	Mumbai	8928398070	6	8	5.5	Shortlisted	Vidyalankar Collage	Selected
14	13	Hiral Patel	Mumbai	9004819840	9	12	2	Rejected	Vidyalankar Collage	Rejected

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear KINJAL MOHAN KOLI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear TANISHKA MANGESH GURAV,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear DIPTI LAXMIKANT SINGH,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear NAMRATA CHOWDHARY,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SANTOSH RUPUSUNDHARRAO POTTI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

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PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear AVAISH KHAN,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Sutherland

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PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ARJUN SHINDE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
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PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ANIKET GUPTA,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Sutherland

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PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear AVANTIKA SAHANI,

Congratulations !!

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear FARMAN FAROOQ KAZI,

Congratulations !!

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Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SRIKANTH SIDDABATTULA,

Congratulations !!

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Yours sincerely,

Talent Acquisition
Sutherland

Letter of Appointment

Date: 24/01/2024
Name: Sahil Sayyed
Address:
Email: : sahil.sayyedmain@gmail.com

We are pleased to appoint you as a **Assistant Account Executive** with **Jugyah Real Estate Services Private Limited** ("**Company**") on the following terms and conditions:

1. Duty and Capacity:

Your job title will be **Assistant Account Executive.** You will be reporting to **Arun Yadav, Head of Operations,** and you shall be based primarily in the Company's office located in Mumbai. You may be required to travel depending on your roles and responsibilities. Details of your job description and role is set out in **Annexure A** hereto.

2. Date of Joining and Term:

Your effective date of joining the Company is **29/01/2024**. Unless terminated in accordance with the terms of this Appointment Letter, your employment is intended to be continued ("**Term**").

Your normal hours of work are from **9.45 am to 7.30 pm** and you will be required to work for additional hours depending on the Company's requirements.

3. Remuneration:

Your annual Cost to the Company will be **Rs 2,28,000** (Two Lakh Twenty eight Thousand Indian Rupees [●]) ("**Fixed Compensation**"). This Fixed Compensation is a gross figure and shall be subject to the various taxes and deductions applicable. The break-up of your remuneration structure is set out in **Annexure B** hereto. You will also be eligible for Performance based Incentives which will be 30% of net revenue of every deal.

Medical Insurance

The Company facilitates Employee Medical Insurance cover of **Rs. 300000** for yourself and your dependents.

Free Cult.Fit Membership is included with our benefits (corporate access to any Cult Fit Gym)

4. Probation:

Upon joining, you are required to be on probation for a period of 3 (three) months. This period of probation is liable to be extended at the discretion of the management of the Company.

5. Place of work:

Your place of work will be Mumbai. Your 1st day of in person work will be the 29th of January, 2024.

6. Leave Policy:

You shall be entitled to avail leaves as per the leave policy of the Company, as is mentioned in the Company Policy, as amended from time to time. The provisions pertaining to the leaves shall be deemed to be incorporated herein by reference.

7. Intellectual Property Rights:

7.1. You hereby agree and acknowledge that any intellectual property rights contained in the work product created, invented, conceived, developed, compiled, adjusted, modified, changed or reduced to practice, whether solely or jointly, by you during the Term of your employment ("**Work Product**") shall be considered as a 'work for hire' and shall belong to the Company absolutely and you shall not have nor claim any right in any of the intellectual property rights contained in the Work Product in any manner whatsoever (including but not limited to moral rights).

7.2. You shall promptly disclose and deliver to the Company all the information and data in your possession necessary to impart a full understanding of the said intellectual property, or any improvement, processes, systems or designs developed by you in respect thereof.

7.3. You hereby agree and undertake that: (i) the rights, title or interest that is vested in you (including intellectual property rights, equitable and moral rights) in relation to the Work Product shall stand assigned and vested in the Company immediately upon creation; and (ii) you will perform all acts/deed and/or execute any such documents as may be required to give effect to such assignment. The Fixed Compensation paid to you shall be considered as a good and valid consideration for the assignment of such Work Product.

8. Termination:

During the probation period, the Company will have the right to terminate by giving [1 (one) week notice]. In case of employee resignation, a notice period of 15 days will have to be served.

Upon the expiry of the probation period, your contract of employment can be terminated by either party by giving [30 (thirty) days' notice]. However, the acceptance of a shorter notice period or offset of notice period is at the sole discretion of the management of the Company. The Company shall have the right to terminate your contract of employment, before the Term without giving any prior notice or compensation to you for the following condition:

a. fraud, commission of a felony for any offense involving moral turpitude, deceit, dishonesty, theft or gross misappropriation;
b. any act of gross negligence, willful misconduct while performing your duties;
c. any act of habitual absenteeism, chronic alcoholism or any other form of drug addiction;
d. any act by you involving sexual harassment;
e. breach of confidentiality obligation; and
f. any other condition, as determined by the management of the Company.

9. Compliance Requirement

(a) You are expected to maintain a high standard of loyalty, efficiency, integrity, and secrecy along with supervision and control for execution of the Company's policies and management decisions.

(b) You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time ("**Company Policies**"), the terms of which are incorporated herein by reference.

(c) You will also be governed by and are required to comply with all statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.

(d) You will also be fully responsible for any loss or destruction of any Company's property (tangible or intangible) that you will be using.

(e) **Confidentiality** - You hereby agree to keep any information relating to the Company, Work Products, terms of your employment, plans, business ideas, market opinions or any information and/or material concerning the business of the Company made available to you during the Term of your employment or which may come to your knowledge in the future, whether written or oral, as strictly confidential and you agree not to disclose any such information to any person whatsoever, without prior written consent of the Company.

(f) **Non- Solicit -** During the Term and for a period of 1 (one) year thereafter, you must not, directly or indirectly, initiate, approach, solicit, attempt to solicit, poach, encourage or otherwise facilitate any inquiry, make proposal, make any offer or engage in any discussion or communicate (or cause or facilitate the making or communication of) with any client, employee or consultant of the Company, present or future, to engage in a business relationship with you, for profit or otherwise. You hereby acknowledge and agree that the above restrictions are considered reasonable for the legitimate protection of the business and goodwill of the Company and your Fixed Compensation serves as a valid consideration for such restriction imposed upon you.

(g) **Non- Compete -** During the Term, you will serve the Company on a full-time basis and you will exclusively devote his whole time and attention to the business and affairs of the Company and in promoting the best interests of the Company. You covenant with the Company that you will not during the Term of the Agreement and for a period of 1 (one) years thereafter, directly or indirectly, alone or jointly or as agent, promoter, investor, director of any person, firm or company carry on or engage in any activity or business which is similar to or in competition with the business of the Company or join any competing business (except otherwise as an employee).

(h) **Governing Law and Jurisdiction**- This Appointment Letter shall be governed and construed in accordance with the laws of India and in relation to any legal action or proceedings arising out of or in connection with this Appointment Letter, each party hereto irrevocably submits to the jurisdiction of courts in Mumbai.

(i) **Notices –** Notices may be sent by hand delivery, courier, registered post with acknowledgement due or by email to the address of the parties provided hereinabove. You should immediately inform the Company of any change that has taken place in the particulars furnished by you.

(j) **Supersession** - This Appointment Letter supersedes all previous verbal and/or written communications between you and the Company, regarding your appointment/employment. In the event of conflict between this Appointment Letter and the Company Policy, the provisions of this Appointment Letter shall prevail.

(k) **Amendments** - No amendment to this Appointment Letter shall be valid or binding unless set forth in writing and duly executed by both you and the Company.

(l) **Severability** - In the event that any provision of this Appointment Letter is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions herein shall remain in full force and effect and shall be liberally construed so as to effectuate the purpose and intent of this Appointment Letter.

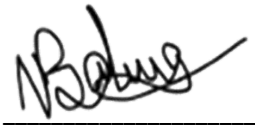
(m) **Full Understanding -** You hereby agree and acknowledge that you have been given opportunity to carefully read, understand and seek legal opinion on the terms of this Appointment Letter and that you are voluntarily accepting the terms of this Appointment Letter in consideration of the remuneration as set forth herein.

(n) **Survival** - Notwithstanding anything that may be contained in this Appointment Letter, the rights and obligations of the parties under this Clause 6 (Intellectual Property) and Clause 8 *(Compliance Requirements)* shall survive termination of this Appointment Letter and such other clauses which by their nature are required to survive shall survive the termination of this Appointment Letter.

Thank you.

Kind Regards,

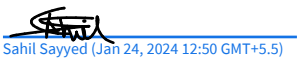
For and on behalf of the within named **Company**,



_____;
Name: Arshad Balwa
Designation: CEO

I hereby agree, accept and confirm the contents prescribed above:

For and on behalf of the within named **Employee**

Signature: 
Sahil Sayyed (Jan 24, 2024 12:50 GMT+5.5)

Email: sahil.sayyedmain@gmail.com

_____
Name:

ANNEXURE A

DETAILS OF JOB DESCRIPTION & ROLE

- Conduct outbound cold calls to prospective landlords and tenants to introduce Jugyah and generate leads.
- Research and identify potential clients through various sources, such as online directories, industry databases, and social media.
- Build and maintain a database of potential clients, keeping accurate records of all interactions and follow-ups.
- Meet or exceed monthly or quarterly sales targets and contribute to the overall revenue growth of the company.
- Business Acquisition - Residential Properties
- Coordinate with Area Partners (Brokers) to attain new houses from the area designated to them
- Follow independent owner deals and close them.

REMUNERATION STRUCTURE

Salary Components	Monthly (Rs.)	Annual (Rs.)
Monthly Salary Component		
Basic	9500	114000
House Rent Allowance	4750	57000
Leave Travel Allowance	0	0
Special Allowance	4750	57000
Stock Options	0	0
Gross CTC	19000	228000
Employer Contributions		
PF Employer	-	-
ESIC Employer's Contribution	-	-
Gratuity	-	-
Total CTC	19000	228000
Less Deduction from salary:	[•]	[•]
PF Employee	1140	13680
PT	200	2400
ESIC Employee	142	1704
Net Take Home	17518	210216

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SHEJAL YADAV,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

TSS Consultancy Pvt. Ltd.
Regd. And Corp Office: 602/603, A Wing, Tradelink Building,
Kamala Mill Compound, Lower Parel, Mum-13
U67120MH2005PTC153186
Email: hr@tssconsultancy.com Phone: +91 22 61641181/140

Name: Priyanka Nama
Mob:9152740581
Email:p.nama6809@gmail.com

Date: 7th March 2024
Ref No: 150/2024

Dear Priyanka,

TSS Consultancy Pvt. Ltd. is pleased to confirm an offer of employment to you as "Associate Business Analyst" in our Company and your joining date is on 18th March 2024. The details of our offer are as follows:

Compensation and Benefits:

- Your Cost to Company (CTC) will be at the annual rate of Rs 2,80.000/-, less applicable deductions (Indicative CTC breakup attached in Annexure 1), payable in accordance with the applicable laws and the Company's practices.
- The Company observes holidays as per its own calendar which will be shared with you.
- You will be entitled for 23 paid leaves in addition to the Company holidays.
- In addition to the CTC, you will be provided with a health insurance cover of Rs 1 lakh.
- You are on a Probation period for Six Months, and after that we may offer you Permanent employment based on your performance.
- Female employees who are registered under ESIC, need to claim their Maternity benefits from ESIC as per set ESIC norms.
- As part of the employment letter, it is explicitly stated that only the terms outlined within the Offer Letter shall be deemed as binding and constitute the entirety of the employment relationship. Any verbal or oral communications, regardless of their nature or source, will not be recognized or accepted as valid additions or modifications to the terms of this Offer Letter.
- Your appraisal will be done on completion of one year based on performance.

Working hours:

- You are expected to work 6 days, Monday to Saturday. In view of the nature of our business, it may become necessary to sometimes require you to work at other times to support our clients. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.
- Your standard working hours will be 10:00 AM to 07:00 PM.However, these hours may be adjusted according to your team's needs and requirements.
- You agree to work from any office of TSS or Customer of TSS located on an all India basis.
- Your notice period will be 15 days during the probation period.

Confidential Information & Intellectual Property Rights:

• Employee acknowledges that it will, in the course of performing the Services, be exposed to, have access to or acquire information and materials that are proprietary to or confidential to TSS and its Clients or to third parties to whom TSS owes a duty of confidentiality. The Employee shall hold such confidential Information in strict confidence and shall not, without TSS's prior consent, copy, reproduce, sell, assign, licence, market, transfer, disclose or otherwise dispose of any Confidential Information to any person, company etc.

• The Employee acknowledges that any work including without limitation any inventions, designs, ideas, concepts, drawings, working notes, artistic works that the Employee may individually or jointly conceive or develop during the term of Employment, employee shall assign to the Employer all the Employee's right, title and interest in and to all Intellectual Property improved, developed, discovered or written in such works, and Employer shall thereon have all the necessary rights to retain it.

• During the employment term/period the employee herein shall not and will not indulge himself/herself in any manner whatsoever for and in respect of sharing and/or parting with any information/data related to the Company, its clients/customers, other employees, professionals and/or any other person engaged with the company in any manner whatsoever without prior written consent of the Company. It is further agreed and confirmed by the employees that the employees shall only use, utilise and perform all the activities during his/her employment with the Company for and in regards to all the data/information created, shared or received or otherwise by the employee during tenure of his/her services of the company.

Compliance with policies and procedures:

• During the Employment Period you shall devote your business time to the business affairs of the Company and shall perform the duties assigned to you faithfully and efficiently, and shall endeavour, to the best of your abilities to achieve the goals and adhere to the parameters set by the Company.

• Upon acceptance of the offer letter, you shall not take up part-time or full time employment or consultation with any other party or be involved in any other business during the term of your employment with the Company.

• The employees shall receive an annual CTC, payable monthly (as per Annexure 1) which would be credited to the Employees Bank Account. Such payments shall be subject to such normal statutory deductions by the Employer.

•This offer is subject to a thorough employment and background verification conducted by the Company or an outside service bureau and contingent on a satisfactory check.

Obligations Of the Employees

•The Employee and the Company are governed by the clauses of the Industrial Employment Model Standing Order including the terms of the Offer Letter.

•The Employee shall always ensure that he/she is abiding by the Code of conduct laid down by the Company.

•The Company strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The Company will not tolerate unlawful discrimination or harassment of any kind. You are required to abide by the Company's POSH (Prevention of Sexual Harassment at Workplaces) Policy.

• If at any time during the course of Employment, the Employee violates to a material extent any of the terms of the Offer Letter and its policies, the Company shall have the right to terminate all of its obligations to make further payments. The Company shall be entitled to an injunction restraining the Employee from any actual or threatened breach of its policies.

Please note this offer letter is subject to submission/availability of any document/email which is requested by TSS HR from time to time.

Please accept the offer letter on or before **11th March 2024**

Regards,

For TSS Consultancy Pvt. Ltd.

eSigned using DSC (Leegality.com - j4OyfsM)
SHEETAL SANJAY THAKKAR

Date: Thu Mar 07 17:46:14 IST 2024

Authorized Signatory

I accept the offer of full-time employment with the Company on the terms and conditions stated above.

Signed:

eSigned using Aadhaar
(Leegality.com - j4OyfsM)
Priyanka Nama

Date: Thu Mar 07 17:47:45 IST 2024

Full Name: Priyanka Nama

ANNEXURE 1: -

INDICATIVE CTC BREAK UP		
Salary Heads	**MONTHLY**	**ANNUALLY**
Basic	11300	135600
HRA	5500	66000
Statutory Bonus	1000	12000
Special Allowance	3734	44808
Employer PF	1800	21600
CTC	**23334**	**280004**

Note*

- All statutory deductions are as per applicable laws

EXCELR
Raising Excellence

Offer Letter

Issued on: 28 March 2024

Dear Pallavi Ramesh Dasari,

We are pleased to inform you that you have been selected for **Free Training & Placements.** Your online reporting schedule will be conveyed to you on your registered email id.

For verification purpose, you are requested to please send us the following through Email,

- 2 Passport size photo
- Scan copy of your College ID Card
- Pdf copy of this Offer letter
- 1 Govt ID proof. (Driving License / PAN card / AADHAR card)

ExcelR email id: **e-cap@excelr.com**

Following are the details for Job Profile

For:

QA Automation (Selenium) / Manual Tester

Job Location : **PAN India**

Job Description

Job Profile:	Jr.QA Engineer / QA Engineer
Position:	QA Automation Tester (Selenium) / Manual Tester
Location:	PAN India
Duration:	2 months of training and 100% Placement Assistance
Package*:	2.8LPA to 5LPA

Best Regards,

EXCELR EDTECH PRIVATE LIMITED PUNE

Shyam Narayan

Director

*Note : This offer is valid only when you satisfy all the criteria of the training and placement process. Final Package depends on the interview performance.

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24th May 2024

Subject: Offer of Employment

Dear Aniket,

With reference to your application & subsequent discussion, we are pleased to offer you the position of **Trainee Recruiter-US Recruitment** Your annual salary package will be **Rs.4,43,136 (Rupees Four Lacs Forty Three Thousand One Hundred Thirty Six Only)** is subject to applicable tax deduction.

The above offer is subject to verification of the certificates & testimonials, which have to be submitted at the time of joining as listed under**:**

1. Certificates of Education
2. Age & Address Proof (PAN Card & ADHAR Card)
3. Past Employment proof (experience, relieving & salary certificate of last 2 employers)
4. 1 Passport size photographs.
5. Accepted Resignation Copy/Relieving Letter of current organization.

You are expected to join us at our office in Thane on 30th May 2024.

For Trainees - Training Agreement: As part of your smooth transition from campus to corporate, the Organization shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided with an opportunity to learn in Pre-Joining programs, Self-directed learning modules, in-classroom learning, on-the-job training, specific tools, and technology learning etc. Through this extensive training, the organization makes significant investment for your project readiness and successful journey in the assigned task. In consideration of organization reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the organization bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the organization before the expiration of the said period, the organization at its own discretion may ask you to pay to the organization, liquidated damages plus training cost plus your one-month salary/stipend.

Your employment/offer will be continued after successful verification of details provided by you during the offer discussions and interviews held so far. If any of these details given by you are found to be incorrect or falsified at any point of time during verification, then your employment will be cancelled/terminated with immediate effect without any further notice. A detailed Appointment Letter and the Agreement to be executed between yourself and the Company and shall be issued to you at the time of Joining subject to receiving of the above-mentioned documents. This Offer Letter shall be read and construed in conjunction with the Appointment Letter, the Employee Agreement, and the HR Policies of the company & any addendums thereof. This offer shall be valid only if the same is accepted on or before **25th May 2024**.

Kindly sign and return the duplicate copy of this letter as your acceptance.

We welcome you to our organization and look forward to a long and mutual beneficial relationship.

For Infojini Consulting Private Limited,

DocuSigned by:
Rashi Ahire
B7217C4869FF420...

Rashi Ahire
Deputy Manager-Human Resources

Employee Name & Signature

Aniket Naveen Ambala

DocuSign Envelope ID: 916E169B-8E6E-4227-9FDB-57DEDF839B53

Annexure A

Compensation Heads	Monthly Amount	Annual Amount
Earnings		
Basic Pay	15,424	1,85,088
HRA	771	9,252
Special Allowance	5,720	68,640
(A) Gross Salary	**21,915**	**2,62,980**
Advance Statutory Bonus		
Bonus (8.33% of BP) (to be paid on monthly basis) *As per Payment of Bonus Act	1,285	15,420
(B) Advance Statutory Bonus	**1,285**	**15,420**
Gross Salary + Advance Statutory Bonus (A+B)	**23,200**	**2,78,400**
Deductions		
Provident Fund Employee Contribution (12% of BP) *As per PF Act	1,800	21,600
ESIS - Employee Contribution (A+B)*(0.75%) *As per ESIC Act	0	0
Professional Tax *As per Professional Tax Act (For Mumbai Rs.300/- will be deducted in the month of February)	200	2,400
Income Tax *As per Income Tax Act	As applicable	As applicable
(C) Total Deduction	**2,000**	**24,000**
Indicative Net Salary (A+B-C)	**21,200**	**2,54,400**
Other Component		
P.F. - Employer Contribution (12% of BP) *As per PF Act	1,800	21,600
ESIC - Employer Contribution (3.25%) *As per ESIC Act	0	0
(D) Total other Component	**1,800**	**21,600**
Total Fixed CTC (A+B+D)	**25,000**	**3,00,000**
Variable (*As per agreed T&C)		
Performance Based Bonus	0	0
Retention Bonus	0	0
(E) Total Variable	**0**	**0**
Total CTC (Total Fixed CTC + Variable) (A+B+D+E)	**25,000**	**3,00,000**
(i) Additional Benefits (Indicative Costing - In Case Availed & Basis eligibility)		
Meal	4,009	48,108
Cab	7,000	84,000
Health Insurance	177	2,124
GPA	0	0
(ii) Additional Benefits		
Gratuity [4.81% of BP*12] *As per Payment of Gratuity Act	742	8,904
(F) Total Additional Benefits (i) + (ii)	**11,928**	**1,43,136**
Total CTC + Total Additional Benefits	**36,928**	**4,43,136**

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Important Notes

1) Payments of any kind, including (inter alia) salary, perquisites, reimbursement, incentives, bonuses, commissions, etc., may be subject to appropriate taxation from time to time.
2) In accordance with the relevant Labor and Statutory laws in India - PF, ESIC, Gratuities, Professional Tax,TDS, LWF and other acts are and will be applied as per respective acts implications (it may change from time to time as per Government notification / regulation affecting take-home pay) and these components are not included in the "Gross Salary" calculation. The law of land from time to time will be applicable. PF is calculated (for both) considering Rs.15,000 (Basic salary) as an upper limit for contribution calculation.
3) Benefits: The above annexure is dynamic and subject to change from time to time due to the nature of services like cabs, meals, etc. This cannot be exchanged, cashed, forgone, included in gross, etc. at any given time.
4) Flexi Reimbursement Plan employees need to submit original bills for tax saving purposes. Employees are requested to submit adequate bills and proofs as per government norms for tax saving purposes on https://infojiniconsulting.greythr.com/ no later than 30th or 31st of every month (for Feb month, as per applicability).
5) Upon receipt of incentives/ bonuses/ mid-year salary revision, you are further advised to review tax computation in upcoming month/s on https://infojiniconsulting.greythr.com and revise your declaration to minimize income tax liability. Please note tax liability is subject to change basis submission of valid proof of investment (effective December 01st)
6) Gratuity eligibility arises after the completion of 5 years in the organization and is payable only after an employee exits the organization.
7) Any changes in salary, increment etc. will be done on Total Fixed CTC. In case there are any changes, it will be notified from time to time.
8) Your compensation including incentives and bonus is classified info between you and the organization. It should not be revealed or discussed with any other employee and should be known only to you, your immediate superior and HR. It is therefore imperative that you maintain confidentiality of this info under all circumstances. Any non-compliance in this regard will be viewed seriously.
9) An employee's individual health insurance premium amount is specified in the CTC structure. Premium of eligible family members is over and above-mentioned amount and is born by the organization additionally.

RP - Sanjiv Goenka Group
Growing Legacies

firstsource

February 1, 2024

Dear Osama,

We are pleased to make you an offer of employment at Firstsource Solutions Limited("Company"), for the position of CSA at the company's Mumbai office.

The break-up of the salary offered is provided below:

COMPONENT	AMOUNT (Rs)
Basic	Rs5,900.00
Special Allowance / FBP	Rs3,134.00
House Rent Allowance	Rs2,950.00
Conveyance	Rs1,600.00
Medical	Rs1,500.00
Statutory Bonus	Rs2,842.00
GROSS SALARY	Rs17,926.00
PF (12% of Basic) – Co. Contribution	Rs708.00
Gratuity(4.8% of Basic)*	Rs283.00
ESI (3.25% of Gross) - Co. Contribution	Rs583.00
RETIRALS	Rs1,574.00
FIXED SALARY (p.m.)	Rs19,500.00
FIXED SALARY (p.a.)	Rs234,000.00
Performance Pay (p.a)**	Rs18,000.00
TOTAL ANNUAL CTC (p.a)	Rs252,000.00

A. Statutory Applicability and other Allowances:

- Gratuity will be paid in accordance with the Payment of Gratuity Act, 1972;
- Provident Fund contribution will be in accordance with the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- Statutory bonus will be paid in accordance with the Payment of Bonus Act, 1965;
- Taxes as per the Income Tax Act, 1961 will be deducted in each month's salary. Please provide proof of income earned and tax computation sheet of your previous employment so that the same can be considered and appropriate adjustments made.

B. Appointment Details:

Date of joining	February 12, 2024

Statutory deductions & payments will be applicable in accordance with your eligibility under law, Any incentive / performance / variable, pay will be applicable as per your eligibility under company policies.

You will be given an appointment letter with the terms and conditions of your employment if you accept this offer and are appointed in the Company.

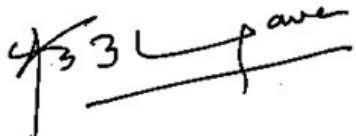
Your appointment in the Company is subject to the submission of documents as requested and a successful background verification check which will be conducted by the Company.

This offer is valid till February 12, 2024 from the date of issue for your acceptance and will be rescinded by the Company in the absence of acceptance by you.

We hope that your association with the Company will be a long and fruitful one.

Thanking You,

For Firstsource Solutions Limited



Anshul Bhargava

Global Head – Human Resources

Offer: Computer Consultancy
Ref: TCSL/DT20234636361/Mumbai
Date: 13/03/2024

Ms. Sweety Sureshkumar Daniel
7/Bhagwan Chawl/Tagore Nagar 5a,Shivaji Nagar Soc,Vikhroli-East, Mumbai-83Tagore Nagar 5a,
Shiv Sena Shakka,
Mumbai-400083,
Maharashtra.
Tel# -

Dear Sweety Sureshkumar Daniel,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹**1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**7,950/-** per month.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. This payout is subject to review basis your own ongoing individual performance.

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

OTHER BENEFITS

1. Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

2. Compensation Benefits under ESI Act/Employees' Compensation Act*:
If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's

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Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

"TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

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11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii.Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

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20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Sweety Sureshkumar Daniel**
Designation	**Graduate Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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INCORP ADVISORY SERVICES PRIVATE LIMITED
CIN NO.: U74140MH2019PTC327652
Plot No. 92, Gita Building, Second Floor, Laxmibai Kelkar Marg,
Next to HP petrol Pump, Sion (E), Mumbai -400022
Tel: · +91 22 24024455/24094455

Date: 07-June-2024

To,
Mr. Venkatesh Vadlkonda
Mumbai

Subject – Offer Letter

Dear Venkatesh,

Congratulations!!

In continuation to our discussion, we are delighted to make you an Offer as "Technology Analyst" in our Office located at "BKC, Mumbai". You will be on probation for 6 months. On successful completion of probation and based on your performance in this probation period you will be confirmed in regular employment.

Please find attached your compensation and Benefit structure are as per Annexure-1 and the Terms & Conditions of an employment is as per Annexure-2.

You are required to submit following documents on or before Joining date:

1. Proof of Date of Birth (10th Certificate / Birth certificate / Aadhar card)
2. Aadhar card and PAN Card
3. Photocopy of marksheet of 10th, 12th, Graduation, Post-Graduation, Professional course (if any).
4. Photocopy of experience letter/s, if any (not applicable to freshers).
5. Relieving letter from previous employer (not applicable to freshers).
6. Photocopy of the last 3 Salary Slip / Salary Certificate of the present organization
7. Two Passport size colored photograph with while background
8. Medical Certificate from your family doctor stating you are physically and mentally fit for employment.
9. Cancelled Cheque for salary credit
10. Two contact details with email-ids for reference check from your previous / present Company.
11. Form 16 from Previous Employer (not applicable to freshers).

You are welcome to join us on or before June 10, 2024.

Please reply with your acceptance of this offer letter.



For InCorp Advisory Services Private Limited

Tejas Karhadkar
Head – Human Resources

INCORP ADVISORY SERVICES PRIVATE LIMITED MUMBAI

Agreed and Accepted

Mr. Venkatesh Vadlkonda

INCORP ADVISORY SERVICES PRIVATE LIMITED
CIN NO.: U74140MH2019PTC327652
Plot No. 92, Gita Building, Second Floor, Laxmibai Kelkar Marg,
Next to HP petrol Pump, Sion (E), Mumbai -400022
Tel: · +91 22 24024455/24094455

Annexure – 1			
Name	Venkatesh Vadlkonda		
Designation	Technology Analyst		
Department	Marketing		
Location	OneBKC, Mumbai		
Date of Joining	June 10, 2024		
			In INR
Pay Heads	**Salary PM**	**Salary PA**	**Remarks**
Earnings			
Basic Salary	16,500	1,98,000	Upto 50% of CTC
House Rent Allowance	8,250	99,000	Upto 50% of Basic Salary
Uniform allowance	2,000	24,000	Upto 2,000 PM
Statutory Bonus	1,500	18,000	Fixed Amount
Gross Salary (A)	**28,250**	**3,39,000**	
Deductions			
Employer Contribution to Provident Fund	-	-	12% of Rs.15000
Employer State Insurance Scheme	-	-	3.25% of Gross Salary
Total Deductions (B)	**-**	**-**	
Cost to Company (D = A + B)	**28,250**	**3,39,000**	
Take Home / Net Salary Calculation PM Before Income Tax			
Employee Contribution to Provident Fund	-	-	12% of Rs.15000
Employee State Insurance Scheme	-	-	0.75% of Gross Salary
Professional Tax	200	2,500	
Total Deductions	**200**	**2,500**	
Take Home Salary Before Income Tax	**28,050**	**3,36,500**	

Note:

1. * Professional Tax (PT) deduction is monthly as per state PT Slabs.
2. Income Tax will be deducted as per prevailing Income Tax slabs applicable time to time.
3. You will be eligible for Gratuity scheme as per the Gratuity act 1972.

Agreed and Accepted

Venkatesh Vadlkonda

Fwd: INFORMATION: Welcome to Amazon! How to prepare for your first day

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Thu 6/27/2024 8:54 AM

To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Pls update PI data

Get Outlook for Android

From: Varsha Mailaram <mailaramvarsha@gmail.com>
Sent: Wednesday, June 26, 2024 5:58:51 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Fwd: INFORMATION: Welcome to Amazon! How to prepare for your first day

---------- Forwarded message ---------
From: **Amazon Onboarding** <no-reply@embark.amazon.com>
Date: Tue, 25 Jun 2024 at 2:37 AM
Subject: INFORMATION: Welcome to Amazon! How to prepare for your first day
To: <mailaramvarsha@gmail.com>

INFORMATION

Hello Varsha,

We're thrilled to welcome you as an Amazonian! Together, we're united in our mission to be Earth's most customer-centric company.

To help you prepare for your first day, we built the **Amazon Embark Pre-boarding Portal** to inform and guide you through your onboarding experience. Within the Portal, you can view and complete key assigned tasks. You'll also find optional resources to review such as curated articles, videos, and interviews to help you gain further insight into Amazon's culture.

- To get started, on your personal computer or device, visit the **Amazon Embark Pre-boarding Portal.**
- Log in using your authorized Amazon Jobs account (mailaramvarsha@gmail.com) and password.

We know preparing for your first day can be overwhelming. Rest assured, we are here to help! You may receive e-mail notifications to complete new tasks and periodic task reminders from us, and you can contact your recruiting point-of-contact (Manjunath Jiddimani, jiddimam@amazon.com) or manager (TASMAY Raikar, traikar@amazon.com) for support.

Thank you,
Amazon Onboarding

If you have questions between now and your first day, need to make changes to your start date, or encounter issues with the Amazon Embark Pre-boarding Portal, please contact your manager or recruiting point-of-contact (POC) as soon as possible. All job offers are contingent upon satisfactory completion of a background check, and all background checks must be completed prior to employment commencing. Although this inbox is not monitored, your recruiting POC and manager are here to help you.

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Job Confirmation

2 messages

Madiya Waghoo <madiya.waghoo@sequretek.com> Sun, 16 Jun, 2024 at 3:38 pm
To: vamshivangari69@gmail.com <vamshivangari69@gmail.com>
Cc: hr@sequretek.com <hr@sequretek.com>

Hello Vamshi ,

As discussed with you, We are pleased to inform you that you have been selected as **'Trainee'** at **Sequretek IT Solutions Pvt Ltd**.

Your date of joining will be on or before **19th June 2024**.

You will be in training for the first 6 months with a stipend of Rs **15,000** per month.
Your salary package post-training period would be Rs **20,000/-** .

Below is the list of documents you need to submit at the time of joining :

1) Educational Certificates
   SSC (Marksheet & Certificate)
   HSC (Marksheet & Certificate)
   Graduation (Marksheet & Certificate)
   Any Additional Qualification
2) Address Proof
3) Pan Card
4) Aadhaar card
5) Birth Certificate
6) 3 passport size photographs
7) Bank Proof (Copy of cancelled cheque (only HDFC)

Kindly consider this mail as an offer letter and provide your acceptance on same.

This offer is **valid till 17-June -24**, so kindly provide the acceptance accordingly.

Thanks & Regards

SEQURETEK
SIMPLIFY SECURITY

Madiya Waghoo - Asst.Manager HR
Address: 304, Satellite Silver, Andheri- East, Mumbai 400059. INDIA

Mobile: +91 9967292615 | Website: www.sequretek.com

Vamshi Vangari <vamshivangari69@gmail.com> Sun, 16 Jun, 2024 at 3:58 pm
To: madiya.waghoo@sequretek.com
Cc: hr@sequretek.com

I accept the offer.

[Quoted text hidden]

Fwd: Request for NOC || Ravi Gupta

Spruha More <spruha.more@vsit.edu.in>
Thu 7/18/2024 11:14 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Get Outlook for iOS

From: Dhara PravinKaraniya <dhara.karaniya@indiamart.com>
Sent: Thursday, July 18, 2024 12:19:59 PM
To: Spruha More <spruha.more@vsit.edu.in>
Cc: Suraj ShankarSuvarna <suraj.suvarna@indiamart.com>
Subject: Request for NOC || Ravi Gupta

Dear madam

Greetings from IndiaMART!

Candidate Name: **Ravi Gupta**

Following selected students will join the organization from **22 July 2024.**
You are requested to provide the **No Objection Certificate/Confirmation** as part of our documentation process for their joining.

Please confirm the below details shared by the candidates & fill all the details in the below mentioned column-Also kindly confirm about his result status

Name	Mobile No	Email ID	Confirmation (Y/No)	5th Sem Exam (Done/Pending)	5th Sem Result (Declared/Pending)	6th Sem Exam (Done/ Pending)	6th Sem Result (Declared/Pending)	Backlo Detail (If any
Ravi Gupta	9004592315	raviramsagar2441@gmail.com						

Re: Recruitment for Junior Developer

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Wed 8/14/2024 10:23 AM

To:Amruta Mhatre <amruta.mhatre@simkraft.com>;hr@simkraft.com <hr@simkraft.com>
Cc:'Sachin Tipnis' <sachin.tipnis@simkraft.com>;Spruha More <spruha.more@vsit.edu.in>;'Hoshedar Irani' <hoshedar.irani@simkraft.com>;Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Hi Amruta,
Thank you for the update, also share the LOI with us for our official record.
We are on move for preparing next batch for the campus placements, I believe the hirings should go on after 'Ganeshotsav' gets over. We are eagerly looking ahead for a continued relationship.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Amruta Mhatre <amruta.mhatre@simkraft.com>
Sent: Wednesday, August 14, 2024 6:30 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; hr@simkraft.com <hr@simkraft.com>
Cc: 'Sachin Tipnis' <sachin.tipnis@simkraft.com>; Spruha More <spruha.more@vsit.edu.in>; 'Hoshedar Irani' <hoshedar.irani@simkraft.com>
Subject: RE: Recruitment for Junior Developer

Dear Dinesh,

Good Morning.

Akshay More is amongst the shortlisted candidate.

He joined Simkraft on the 1st August, 2024.

Regards
Amruta Mhatre

Simkraft Digital Technologies LLP
148, A to Z Industrial Estate
G.K. Marg, Lower Parel
Mumbai 400013

Tel: +91-22-4086 5555
www.simkraft.com

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, August 12, 2024 2:52 PM
To: hr@simkraft.com
Cc: Amruta Mhatre <amruta.mhatre@simkraft.com>; Sachin Tipnis <sachin.tipnis@simkraft.com>; Spruha More <spruha.more@vsit.edu.in>; Hoshedar Irani <hoshedar.irani@simkraft.com>
Subject: Re: Recruitment for Junior Developer

Dear Simkraft HR Team,
Your kind attention to the trail mail. Please update us on the final select status.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
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Mob. No. : 8928859766
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From: Hoshedar Irani <hoshedar.irani@simkraft.com>
Sent: Wednesday, July 10, 2024 2:08 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Amruta Mhatre <amruta.mhatre@simkraft.com>; Sachin Tipnis <sachin.tipnis@simkraft.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Recruitment for Junior Developer

Hi Dinesh,
My HR will coordinate with you regarding this.

Regards
Hoshedar Irani

On 10-07-2024 14:06, Dinesh Sukumaran wrote:

> Hi Hoshedar Irani,
> Thank you for the update. Kindly share the next schedule for the porcess.

Regards,

Dinesh Sukumaran
Head Training and Placement

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Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
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From: Hoshedar Irani <hoshedar.irani@simkraft.com>
Sent: Wednesday, July 10, 2024 1:57 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Amruta Mhatre <amruta.mhatre@simkraft.com>; Sachin Tipnis <sachin.tipnis@simkraft.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Recruitment for Junior Developer

Hi Dinesh,
Below are the List of students shortlisted for the next round.

- Deepak Gupta
- Shravani Tawde
- Vinay Thakur
- Akshay More
- Krishnashubham Malvankar

Regards
Hoshedar Irani

On 01-07-2024 14:41, Dinesh Sukumaran wrote:

> Thank you
>
> **Regards,**
>
> **Dinesh Sukumaran**
> Head Training and Placement
>
> VSIT | Vidyalankar School of Information Technology
>
> Vidyalankar Educational Campus
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>
> ---
>
> **From:** Hoshedar Irani <hoshedar.irani@simkraft.com>
> **Sent:** Monday, July 1, 2024 2:14 PM

To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Amruta Mhatre <amruta.mhatre@simkraft.com>; Sachin Tipnis <sachin.tipnis@simkraft.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Recruitment for Junior Developer

Hi Dinesh,
There are 3 rounds of Assessment.
1. Coding Assessment
2. Technical Interview
3. Hr interview.
Candidate moves to the next round only if he/she clears the previous round.
Candidate will be called for each round as per slot availability.
Will email you the details after the slots have been selected and confirmed by your students.

Regards
Hoshedar Irani

On 01-07-2024 12:13, Dinesh Sukumaran wrote:

> Thank you.
> Also share the schedule of selection process..
>
> **Regards,**
>
> **Dinesh Sukumaran**
> Head Training and Placement
>
> VSIT | Vidyalankar School of Information Technology
> Vidyalankar Educational Campus
> Vidyalankar College Marg
> Mumbai – 400 037.
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From: Hoshedar Irani <hoshedar.irani@simkraft.com>
Sent: Monday, July 1, 2024 11:04 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Amruta Mhatre <amruta.mhatre@simkraft.com>; Sachin Tipnis <sachin.tipnis@simkraft.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Recruitment for Junior Developer

HI Dinesh,
Thank you for sharing the list of students. We will call them for a technical assessment to our office at Lower Parel.

Regards
Hoshedar Irani

On 29-06-2024 12:31, Dinesh Sukumaran wrote:

> Hello! Hoshedar Irani,
> Please find attached file with the details and resume of applicants.
> kindly keep me in loop or updated on further developments.

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, June 28, 2024 8:47 AM
To: Hoshedar Irani <hoshedar.irani@simkraft.com>
Cc: Amruta Mhatre <amruta.mhatre@simkraft.com>; Sachin Tipnis <sachin.tipnis@simkraft.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Recruitment for Junior Developer

Hello! Hoshedar Irani,
Thank you for sharing the proposal. Infact, same proposal we received from Mr. Dilip Powar yesterday morning.

We are going to share the details of applicants on 27th June. I will keep you posted.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Hoshedar Irani <hoshedar.irani@simkraft.com>
Sent: Thursday, June 27, 2024 6:12 PM
To: Spruha More <spruha.more@vsit.edu.in>; Murali Anantha <murali.anantha@vsit.edu.in>; Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Amruta Mhatre <amruta.mhatre@simkraft.com>; Sachin Tipnis <sachin.tipnis@simkraft.com>
Subject: Recruitment for Junior Developer

Dear Placement Officer,

We are looking to hire freshers for the post of "Junior Developer" in our organization.
See attached Job description document for the same.
Please let me know how we can take this forward.

Regards
Hoshedar Irani

--
Simkraft Digital Technologies. LLP
101 A to Z Industrial Estate
G.K. Marg, Lower Parel
Mumbai 400013

Mob: +91-98202 63120

hoshedar.irani@simkraft.com
www.simkraft.com

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micrologic

Offer Letter

Mr.Aniket Kadam, **Date: 18.07.2024.**

Dear Aniket,

Sub: For the Post of "**Network Engineer"**

This has reference to your application for the above post and subsequent interview you had with the undersigned for employment.

OFFER :

We are pleased to inform you that you have been selected as **Network Engineer** with our organization. During your tenure, you will be working as a **Network Engineer** job work at **Bandra Raymond Project.**

During your tenure you will also enhance your knowledge skills in the various domains & technologies that the company is offering solutions to end customers.

The Job is a contract employment till such time as **Bandra Raymond Project** renews the contract year on year. All leaves will be applicable as per company norms and polices. Your reporting will be to **Bandra Raymond Project** designated manager for all activities related to the work at **Bandra Raymond Project**. Your Weekly off and work timing will be as per **Bandra Raymond Project** work policy for contract employees.

SALARY:

Your Annual CTC will be Rs.2,55,852/-(Rupees Two Lakh Fifty Five Thousand Eight Hundred And Fifty Two Only)

Monthly Salary Break up as mentioned below:

Salary Working		**Aniket Kadam**	
Earnings		**Deductions**	
Basic Salary	9758	EPF	1170
House Rent Allowance	2440	ESIC	146
Special Allowances	7319	PT	200
Gross Salary	**19517**	**Total Deductions**	**1516**
Net Pay			**18001**
Employers Contribution		PF	1170
		ESIC	634
Employee CTC			**21321**

24 C Gate No 5 , Miniland Tank Road , Bhandup(W),1Mumbai 400078 . Tel : +91 22 25968921 / 25955178
Email : sales@micrologicnet.com . www.micrologicnet.com

A. The success of an Employer's business depends on Employer's possession of confidential, proprietary information, not generally known to others, including specialized information about research, development, production, marketing, and management in Employer's chosen fields.
B. Employer wishes to protect its confidential proprietary information and ensure that all employees agree to maintain the confidentiality of this information.
C. Employee acknowledges that Employer desires to protect its confidential proprietary information, that his/her employment creates a duty of trust and confidentiality to Employer with respect to its confidential proprietary information and, as a condition of employment or continued employment with Employer, Employee agrees to be bound by the terms of this Agreement.

AGREEMENT:

WHEREFORE, Employer and Employee agree as follows:

ARTICLE I: CONFIDENTIAL INFORMATION

A. The terms "Confidential Information" and "Proprietary Data" mean information and data not generally known outside the company concerning Employer or its businesses and the Employer's business and technical information, including but not limited to, patent applications, information relating to inventions, discoveries, products, plans, calculations, concepts, design sheets, design data, system design, blueprints, computer programs, algorithms, software, firmware, hardware, manuals, drawings, photographs, devices, samples, models, processes, specifications, instructions, research, test procedures and results, equipment, identity and description of computerized records, customer lists, supplier identity, marketing and sales plans, financial information, business plans, costs, pricing information, and all other concepts or ideas involving or reasonably related to the business or prospective business of Employer, or information received by the Employer as to which there is a bona fide obligation, contractual or otherwise, on Employer's part, not to disclosesame.

B. Employee understands and agrees that the Confidential Information and Proprietary Data constitute trade secrets of Employer and that at all times material to this Agreement, Employer has taken all reasonable steps to protect the confidentiality of this information.

C. Employee agrees not to use Confidential Information and/or Proprietary Data for the benefit of any other person, corporation or entity, other than the Employer, during the term of employee's employment with Employer, or any time thereafter. For purposes of this Agreement, the period of Employee's employment shall include any time during which Employee was retained as a consultant / employee by Employer.

D. Employee agrees that the Confidential Information and Proprietary Data shall be and remain the exclusive property of Employer and shall not be removed from the premises of Employer under any circumstances whatsoever without the prior written consent of Employer, and if removed, shall be immediately returned to Employer upon any termination of Employee's employment, and no copies thereof may be kept by Employee.

E. All notes, notebooks, memorandums, computer disks and other similar repositories of information containing or relating in any way to Confidential Informationand/or

Proprietary Data shall be the property of Employer. All such items made or compiled by Employee or made available to Employee during the period of employment, including all copies thereof, shall be held by Employee in trust and solely for the benefit of Employer and shall be delivered to the Employer by Employee upon termination of employment with Employer, or at any other time upon the request of the Employer.

F. Employee agrees that Employee shall not disclose to any other person or entity, either directly or indirectly, the Confidential Information and/or Proprietary Data. Employee understands that the use or disclosure of any of the Confidential Information and/or Proprietary Data may be cause for an action at law or in equity in an appropriate court of the State of India and that without waiving the right to collect damages from Employee, Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information and Proprietary Data.

TERMINATION :

On confirmation, one month notice will be required for termination of services after joining

the company or in lieu of one month's compensation.

Management reserves the right to dismiss with one day notice, if found guilty of dishonesty,

disclosure of confidential data or indulged in the activity of indiscipline / misconduct.

The employee agrees to return any property of **Micrologic Networks Pvt. Ltd.**at the time of termination.

NON COMPETETION:

It is further acknowledged and agreed that following termination of the employee's employment with **Micrologic Networks Pvt. Ltd.** for any reason the employee shall not hire or attempt to hire any current employees of Micrologic Networks Pvt.Ltd.

It is further acknowledged and agreed that following termination of the employee's employment with **Micrologic Networks Pvt. Ltd.** for any reason the employee shall not solicit business from current or existing clients immediately preceding the employee's termination.

We welcome you to our organization and wish you good luck.

Your joining date will be **22th July,2024.**

Thanking you,

Yours faithfully,

For Micrologic Networks Pvt. Ltd. Accepted_____



Rajeev John
(Director)

Company Rules & Terms &

Conditions of my appointment

Date: ……

24 C Gate No 5 , Miniland Tank Road , Bhandup(W),4Mumbai 400078 . Tel : +91 22 25968921 / 25955178
Email : sales@micrologicnet.com . www.micrologicnet.com

Date: 15/11/2024

To
Mr. Kaustubh Borkar
Mob: 8879093770

Letter of Offer

Dear Kaustubh,

With reference to the interview you had with us, we are pleased to offer you an appointment as **"MIS Executive"** with **Bajaj Earths Private Limited**.

The terms and conditions of the employment would be as follows:

1. **Date of Joining:** As agreed earlier, you will report on duty at the said location on **25th November, 2024** failing which this offer stands null and void.

2. **Place of Work:** You will currently be placed at **Head Office, Mumbai**. However, your services are transferable to any other office of the company or its associate anywhere within India at an office existing today or that may be acquired in the future at the sole discretion of the Management.

3. **Reporting Duty:** You will report to **Operations Head & Higher Authority**. You may be required to report to any other person on reassigning of duties or on restructuring of the organization at the discretion of the management.

4. **Salary:** Details of your Compensation Package (Cost to Company) is as per attached Annexure. Increments, linked to performance, will be at the sole discretion of the Management.

5. **Probation:** You shall be on probation for a period of **Six Months** ("probation period"), after which you shall be confirmed at the discretion of the management. The management reserves the right to extend your probation period if deemed fit. In the event your confirmation is not provided within 7 days of the expiry of the aforesaid probation period, such excess period upto your confirmation / non-confirmation, shall be deemed to be an extension of your probation period. In the event that the management is not satisfied with your work or conduct they would be at liberty to terminate your service without any notice during or/on completion of the probationary period. The period of probation may be reduced or extended at the sole discretion of the management based on your performance.

6. **Confirmation:** You will be deemed to be confirmed only on a written confirmation. Confirmation will be subject to satisfactory performance during the probation period.

7. **Submission of Documents:** On joining you will be required to submit the following:
   - Copy of Aadhaar card & PAN Card
   - Copy of Photograph
   - Copy of your Passing Certificate / Completion Certificate / Final Year Marksheet for Bachelors, Masters & other courses completed by you
   - Copy of 10^{th} & 12^{th} Marksheet
   - Cancelled Cheque / Passbook / Self Declaration

8. **Confirmation Letter:** You will be issued a confirmation letter, subject to satisfactory and successful completion of your probation period.

9. **Termination of Service:** The Management of the Company reserves the right to terminate your services subsequent to confirmation by giving notice of one month or payment in lieu thereof. Similarly, you are at liberty to resign from the services of the Company on giving one month's notice or payment in lieu thereof. During your notice period, leave is not permitted. However, exceptional leave may be granted at the discretion of your manager, subject to prior approval.

   Notwithstanding the above clause, your employment may be terminated by the Company without any notice or payment of any kind in lieu of notice, for any act of dishonesty, disobedience, incivility, intemperance or other misconduct or neglect of duty or incompetence on your part or violation of any of the terms, conditions or stipulations contained in this agreement or of any of the Company's Rules.

10. **Secrecy:** You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other Company, firm or person any matter concerning the business / designing processes, packaging, quality methods, accounts, transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

11. **Innovation or Invention:** Any Innovation or invention of designing process or improvement in procedure made or discovered by you while in the service of the Company (in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use there or in connection therewith) shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All patents and rights secured in the course of your work shall be in the name of the Company and shall belong to and be the absolute property of the Company.

12. **Retirement:** You would automatically retire at the age of 58 years. An extension of your services may however be given at the sole discretion of the management.

13. **Return of Company Property:** You shall be bound at the termination of this Agreement, terminated due to the occurrence of any cause/s as mentioned hereinabove, to return to the Company all the properties of the Company in your possession and correspondence which you may have conducted, in connection with the business of the Company or on its behalf. As such, the moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over all such properties to the Company.

    In the event of your failure to return to the Company any of its property/assets referred above, you would be deemed to have committed the offence of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides claiming liquidated damages for withholding Company property/assets, intellectual property in an unauthorized and illegal manner.

14. **Other Rules and Regulations**: You shall work in the job/department assigned to you with a high degree of initiative, efficiency, integrity and economy. You shall faithfully observe all the Company's Rules and regulations inclusive of any circulars or communications from the Management of the Company and shall comply with all reasonable orders of your superiors and attend to your duties punctually at such place or places as may be required You will be governed by all rules and regulations of the Company, as also any amendments or alterations thereto during the course of your employment.

If the above offer is acceptable to you, kindly share your acceptance of the offer and the terms and conditions.

We welcome you to our organization and look forward to a rewarding and happy association with you.

Yours sincerely,

Bajaj Earths Private Limited

BAJAJ EARTHS PRIVATE LIMITED

Arjun Rathi
Chief Financial Officer

I Accept
Kaustubh Borkar

Bajaj Earths Pvt. Ltd.
503, Lodha Supremus, Opp The World Tower
Senapati Bapat Marg, Lower parel (W), Mumbai 400 013
T : +91 22 2497 4755
E : info@bajajearths.com
www.bajajearths.com
CIN : U13100MH2006PTC160657
GST NO : 29AACCB8834E1ZL

BAJAJ EARTHS®

ANNEXURE		
Name	Kaustubh Borkar	
Designation	MIS Executive	
Location	Head Office, Mumbai	
Components	**Monthly (₹)**	**Annual (₹)**
Basic	10,000	1,20,000
House Rent Allowance	5,000	60,000
Special Allowance	10,000	1,20,000
Total (A)	**25,000**	**3,00,000**
Performance Incentive (B)		25,000
Professional Tax (C)	200	2,400
Total CTC (A + B - C)	**24,800**	**3,22,600**

Note:

- Performance Incentive will be paid on Diwali. It will be calculated on a prorated basis, reflecting your length of service from Diwali to Diwali. Employees are eligible for this Incentive only if they are actively employed with the company through the date of Diwali. If an employee's employment ends, for any reason, prior to Diwali, they will not be eligible to receive this bonus.

- Income tax will be applicable as per the Income Tax Act.

- Please note that you are expected to keep the salary package strictly confidential and not to share information regarding the salary with anyone.

Bajaj Earths Private Limited

BAJAJ EARTHS PRIVATE LIMITED

Arjun Rathi
Chief Financial Officer

I Accept
Kaustubh Borkar

B 301, Everest Nivara Infotech Park I, MIDC,
Turbhe, Navi Mumbai 400705. INDIA
Tel. + 91 22 6768 7800
Email: india.operations@greytrix.com

GREYTRIX
NON ARTIFICIAL INTELLIGENCE

Appointment Letter

November 26, 2024

Dakshitha Moota,
D-44, Almeda Compound, Pratiksha Nagar,Sion, Mumbai, 400022.
9182583421

Dear **Dakshitha,**

We have pleasure in appointing you as **Junior Software Engineer** in our organization, effective **November 26, 2024** on the following terms and conditions:

Service Agreement:

- As willfully agreed by you in your offer letter, to enter into service agreement for the period of **2 years 8 months** & sign Non-Disclosure Agreement with **Greytrix India Pvt. Ltd.**
- You have carefully read and understood the terms and conditions mentioned in Service Agreement/ Bond - NDA and signed the same in acceptance.

Compensation & salary revision:

- Your salary will be **Rs.12, 500** gross p.m. during your probation period of first 3 months (your probation period can be extended to maximum of 30 days for further training) and **Rs.21, 100** gross p.m. after confirmation. The CTC (combined) will be **Rs.2.72 Lacs** for the period of **Nov 2024 to Oct 2025. (Refer Annexure A for details).**
- Your compensation package shall be subject to all applicable taxes and withholdings.
- Salary review will be done by Management annually, depending on your performance, efficiency, hard work, loyalty and regularity in attendance.
- Any annual variable/bonus mentioned in CTC will be provided only if the employee is NOT under notice period as of March 31st (financial year end). If a resignation has been sent and/or accepted before March 31st, the employee is not eligible for variable/bonus pay for the year.

Duties & Responsibilities:

- The company will expect you to work with a high standard of initiative, efficiency & economy. You will be performing such duties, assigned to you, as per direction & instruction by the company & Management & superiors.
- You will devote your time entirely towards the work of the company and will not undertake any direct/ indirect business or work, honorary or remunerative except with the written permission of the Management in each case. Contravention of the same or similar to this will be lead to termination of your service without any notice or any compensation in lieu of such notice.
- All the material produced (software, development work etc.) created while under employment with us is deemed proprietary property of Greytrix and its related group or associate Companies. You are **NOT TO** disclose, solicit or pass on any information/work produced that you may have had access to during your tenure with us.
- All the assets/ instruments (dongle, laptop and accessories, mobile, simcard) assigned to you while performing duties with **Greytrix** to be returned in good condition at the time of exit to the respective department for clearance. Any damage, loss or theft of the same will be bourne by the employee.

Fw: Tata Consultancy Services | BPS Campus Hiring - Batch 2024 | Interview Selects

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Mon 1/1/2024 10:55 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

pls update PI Data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Disha Terkar <disha.terkar@tcs.com>
Sent: Friday, December 29, 2023 1:32 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Uttara Nair <uttara.nair@tcs.com>; Purvi Chauhan <purvi.chauhan@tcs.com>
Subject: Tata Consultancy Services | BPS Campus Hiring - Batch 2024 | Interview Selects

TCS Confidential

Dear Dinesh Sir,
Greetings from TCS 😊
Please find below the names of students who have cleared the BPS Campus Interview from your institute.

DT Number	Candidate Name	College Name
DT20234496013	SAMEER Afzal KHAN	Vidyalankar School Of Information Technology, Mumbai
DT20234495405	DRASHTI Hitendrabhai UDVADIA	Vidyalankar School Of Information Technology, Mumbai
DT20234496354	SARITA Shivaji SURYAWANSHI	Vidyalankar School Of Information Technology, Mumbai
DT20234496610	PIYUSH Sunil MANNA	Vidyalankar School Of Information Technology, Mumbai
DT20234505865	MRUNALI Navneet KANSARA	Vidyalankar School Of Information Technology, Mumbai
DT20234505433	PRAJAKTA Narayan PODETI	Vidyalankar School Of Information Technology, Mumbai
DT20234505157	NANDHANA Muthiah NULL	Vidyalankar School Of Information Technology, Mumbai
DT20234613085	AMOGH Anant LAD	Vidyalankar School Of Information Technology, Mumbai
DT20234629622	APOORV Vikas PRIYADARSHI	Vidyalankar Institute Of Technology, Mumbai
DT20234540636	TASLIM Nasir KHAN	Vidyalankar Institute Of Technology, Mumbai

Congratulations to the students on clearing the TCS BPS Campus Hiring Interview!
Please note that the offer validity is subject to meeting the eligibility criteria at all points of time and document check once the candidate completes the final semester.

Best Regards,
Disha Terkar
Talent Acquisition Group – Campus Team
Mailto: disha.terkar@tcs.com
Website: http://www.tcs.com



=====-----=====-----=====
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V. SINGHI & ASSOCIATES
Chartered Accountants
61, 6th Floor, Sakhar Bhavan
230, Nariman Point,
Mumbai 400 021
Phone: +91 22 6250 1800
E-Mail: mumbai@vsinghi.com

Date: 27/05/2024
Name: Dhiraj Jakka,
Address: 142, 4250,
Kannamwar Nagar-2,
Vikhroli East, Mumbai -400083.

SUB: - Offer as Trainee in Artificial Intelligence

Dear
Mr. Dhiraj,

We have the pleasure of appointing you as a Trainee in Artificial Intelligence at V. Singhi & Associates, hereinafter referred to as the "Firm", effective from **27th May 2024 to 28th November 2024**, on the following terms and conditions.

1. **Your fixed emoluments per month will be INR 15,000/- per month until your confirmed employment with the Firm begins.** You will not be entitled to any of the benefits being given to other regular employees of the firm.
2. You will not be entitled to any holiday and leaves and other benefits per existing laws.
3. If management decides to extend your training or offer you a full-time position in the firm, this will be communicated to you in writing. Unless an extension is specifically communicated and signed by Human Resources, you will be considered a trainee and your trainee period will be extended.
4. The management reserves the right to terminate your employment at any time during your tenure without providing a reason.
5. Trainee may terminate this contract by giving 1 months' notice or 1 month's salary in lieu thereof.
6. If a trainee planning for a vacation or a holiday, then he/she can take only 8 leaves at a stretch.
7. Trainee's all leaves should be applied through email before proceeding on leave.
8. In case of emergency, when leave cannot be applied in advance, telephonic intimation/email to the immediate reporting manager, partner, and HR through personnel email can be done.
9. No trainee shall proceed on leave until and unless leave has been approved by the Reporting Manager/Partner/HR

10. The firm does not offer Work from home to the Trainee. If in any given situation a Trainee has to opt for work from home for whatever reason, then the employee's salary will be deducted to 50% till he/she is doing work from home.

11. You will be bound by the rules and regulations governing the management and maintain complete discipline in the organization.

12. Trainees may be required to work public holidays/ or during weekly off days. If such works are officially mandated by the reporting Manager/Partner/HR, then the employee may be allowed compensatory leave for those days.

13. The stipend for the current month will be payable by the 10th of the following month.

14. The Firm will not be liable to pay if you resign from the services and request that you be relieved with immediate effect or with a shorter notice period.

15. The Trainee shall have access to confidential information of the Firm. The trainee is not permitted to disclose this information to any third party outside the Firm. During the time of training with the Firm, the trainee shall not engage in any work for another Firm related to or in competition with the Firm.

16. Trainee understands that during Trainee's employment relationship with the Firm, the Firm intends to provide Trainee with information, including Confidential Information (as defined herein), without which Trainee would not be able to perform Trainee duties to the Firm. Trainee agrees, at all times during the term of Executive's employment relationship and thereafter, to hold in strictest confidence, and not to use or disclose, except for the benefit of the Firm to the extent necessary to perform Trainee obligations to the Firm, any Confidential Information that Trainee obtains, accesses or creates during the term of the relationship, whether or not during working hours, until such Confidential Information becomes publicly and widely known and made generally available through no wrongful act of Trainee or of others under confidentiality obligations as to the information involved. Trainee understands that "Confidential Information" means information and physical material not generally known or available outside the Firm and information and physical material entrusted to the Firm by third parties under an obligation of non-disclosure or non-use or both. "Confidential Information" includes, without limitation, inventions, technical data, trade secrets, clinical data, regulatory information and strategies, marketing ideas or plans, research, product or service ideas or plans, business strategies, investments, investment opportunities, potential investments, market studies, industry studies, historical financial data, financial information and results, budgets, the identity of customers, forecasts (financial or otherwise), possible or pending transactions, customer lists and domain names, price lists, and pricing methodologies.

17. All rights, titles, and interests in and to all inventions, copyrights, patents, trademarks, service marks, source codes, software, design rights, trademarks, trade names, service names, trade dress, logos and corporate names, and other intellectual property which are conceived, developed or created during the engagement of the Trainee with the Firm or resulting from such engagement, including all registrable patents and any other rights which may subsist therein (the "Intellectual Property"), shall be held and owned solely by the Firm, and all Intellectual Property shall be considered as having been made under acontract of service.

V. SINGHI & ASSOCIATES * CHARTERED ACCOUNTANTS * MUMBAI

18. The Trainee shall mark all Intellectual Property with the Firm's copyright or other proprietary notice as directed by the Firm and shall take all actions deemed necessary by the Firm to protect the Firm's rights therein. To the extent not already owned by the Firm, the Trainee, in consideration of his/her employment with the Firm, hereby irrevocably transfers and assigns to the Firm, the Trainee's entire right, title, and interest in and to each and every such Intellectual Property on a perpetual, worldwide and royalty-free basis. For the avoidance of doubt, the Firm shall have a right to freely develop and alter such material, results, and Intellectual Property rights and to license and assign them to third parties. The Trainee agrees to disclose promptly to the Firm full details of any and all Intellectual Property. The Trainee agrees that as and when requested by the Firm, the Employee shall execute all papers that may be necessary to obtain trademarks, service marks, patents, copyrights, or other rights in the Intellectual Property in favor of the Firm. Any assignment of Intellectual Property pursuant to this Contract includes all rights of paternity, integrity, modification, disclosure, and withdrawal, and any other similar rights in perpetuity throughout the world that may be known as or referred to as 'moral rights' ("Moral Rights"). To the extent that Moral Rights cannot be assigned under applicable law, the Trainee hereby waives and agrees not to enforce any and all Moral Rights, including, without limitation, any limitation on subsequentmodification, to the extent permitted under applicable law.

By signing below, the trainee certifies under the penalty of perjury that the name and address given is the trainee's legal name, and address. The trainee further indicates this contract has been read in its entirety and the trainee clearly understands the expectations and responsibilities of the temporary training position.

This contract shall be signed on behalf of V. Singhi & Associates by (Authority Name & Desigination) Charuta Bhatt Human Resource and by (Trainee) Dhiraj Jakka.

This contract shall be effective immediately upon the signature of both parties.

Sincerely



Charuta Bhatt
Human Resource Consultant

I have read and accepted this training offer,



Dhiraj Jakka
Date: 27/05/2024

Fw: The confirmation email for the profile of Artificial Intelligence Trainee.

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Wed 4/10/2024 12:19 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Please update...

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

Please consider your environmental responsibility before printing this email

DISCLAIMER:
This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

From: Charu Joshi <hr@vsinghi.com>
Sent: Wednesday, April 10, 2024 11:04 AM
To: dhirajjakka25@gmail.com <dhirajjakka25@gmail.com>
Cc: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; bhupesh.jain@vsinghi.com <bhupesh.jain@vsinghi.com>
Subject: The confirmation email for the profile of Artificial Intelligence Trainee.

Dear Dhiraj,

Congratulations!

We at **V. Singhi & Associates** are delighted to offer you the full-time position of **Artificial Intelligence Trainee** with an **anticipated start date is 13th May 2024**. You are requested to submit your documents within 3 days of your joining.

Working hours are from 10.30 AM to 7.00 PM from Monday to Saturday, and every 2nd Saturday there will be off. The starting salary for this position is **1,80,000 lakh per annum**, Salary will be credited through banking channels only every month.
Your employment is on a full-time, basis. This letter is not a contract indicating employment terms or duration.
Please confirm your acceptance of this offer by signing and returning this letter by **10th April 2024**.

Please provide the following list of documents within 3 days of joining.

1. PAN card,
2. Aadhar Card,
3. Reliving/Experience letter of the previous organisations. (Not eligible for Freshers)
4. Appointment Letter/Confirmation letter of the previous organisations. (Not eligible for Freshers)
5. Two Passport size photographs.
6. Educational Certificates

Regards,
Ms. Joshi
+91 84880 60138
V. Singhi & Associates
61, 6th Floor, Sakhar Bhavan,
Plot No. 230, Nariman Point
Mumbai- 400 021
Bengaluru | Delhi | Guwahati | Hyderabad | Jaipur | Kolkata | Mumbai | Ranchi | Surat
Website: http://www.vsinghi.in

03/05/2024

Offer Letter

Private & Confidential

Dear Heramb Vaidya,

Congratulations! We are pleased to confirm that you have been selected to work for MARCADONA FASHION MEDIA PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we are offering you is that of Data Analyst with the annual compensation of 1,80,000/-

You will report directly to the CEO, Vedant Lamba. Please report to Noella Sadankar for documentation and orientation. We would like you to report to work effective from 01/05/2024. If this date is not acceptable, please contact me immediately.

Please sign this letter and return it by 04/05/2024 to indicate your acceptance of this offer. If the offer and joining date is not confirmed, signed and sent back by the set date, the offer shall be revoked. Additionally, please include one proof of identity and one proof of address for verification purposes in the email.

We are confident you will be able to make a significant contribution to the success of MARCADONA FASHION MEDIA PRIVATE LIMITED and we look forward to working with you.

Sincerely,



Vedant Lamba
CEO/ Founder

Accepted by,

Heramb Vaidya

The Mainstreet Marketplace
Shop No.3, Perry Cross Road,
Sunbeam Appartments,
Bandra, Mumbai-400050

Phone: +91 7378352201
email: inquiry@mainstreet.co.in
www.marketplace.mainstreet.co.in

CIN: U74999PN2020PTC189782
GST: 27AANCM3174D1ZE



THIRUMOOLAR SOFTWARE

Dear Dilip Sahu,

RE: Provisional Offer of Employment – Trained Dataset Analyst

We are delighted to extend an provisional offer of employment to you for the position of Trained Dataset Analyst at Thirumoolar Software. Your exceptionalqualifications, passion for Trained Dataset Analyst, and enthusiasm for pushing the boundaries of technology have impressed our team, and we believe you will be avaluable addition to our organization.

Job Details

Position: Trained Dataset Analyst

Location: Tamil Nadu

Salary: Rs 4,20,000/ Per Annum

Start Date: The selected candidate shall commence employment 30 days from the date of issuance of the offer letter.

As an Trained Dataset Analyst, you will be a crucial member of our innovative team, responsible for developing advanced and contributing to ground-breaking innovations in the projects assigned. Your work will have a significant impact on shaping the future of your career as well.

Benefits and Perks:

- **Competitive salary package**
- **Opportunities for professional growth and development**
- **Access to state-of-the-art tools and resources are essential.**
- **Collaborative work environment with like-minded individuals**
- **Health and wellness benefits**

Please note that this offer is valid upon the successful clearance of Technical and HR interviews, Certificate and Background Verifications as per our company policies.

We kindly request that you signify your acceptance of this provisional offer by signing and returning a copy of this letter no later than 7 days. You can return thesigned offer letter via email at hr@thirumoolarsoft.com

We kindly request you to send us Proof of Address (POA), Proof of Identity (POI), Proof of Education (POE) & signed offer letter via our portal link: https://thirumoolarsoft.in/uploaddocument.php

Should you have any questions or require further clarification about the offer or any other details related to your employment, please do not hesitate tocontact us at +91 7094412869 (WhatsApp)

Once again, congratulations on your selection as an Trained Dataset Analyst at Thirumoolar Software. We eagerly anticipate your positive response andlook forward to welcoming you to our team.

Thank you for considering this opportunity, and we are excited to have you be part of our journey towards creating cutting-edge IT solutions.

Sincerely,

Accepted and Agreed by:



Senthil Kumar N

Senior HR

Date: 31-05-2024

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airol MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 5062137

Letter of Intent ("LOI")

July 01, 2024

Dear Aditi Ganesh Avhad,

We are pleased to inform that your candidature has been shortlisted for the position of **Software Associate/A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini" or Company).
You will be required to participate and complete the pre-onboarding training program assigned and applicable to you as may be communicated by the Company later.
Please note that it is essential for you to participate, effectively leverage and successfully complete this program as a prerequisite prior to being onboarded as an employee with Capgemini.

We request you to carefully read and understand the Terms and Conditions of this Letter of Intent with Annexures hereto (hereinafter referred to as LOI).

A Please note that your name mentioned in this LOI will be used to create your records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please notify before commencement of training. Please note that no changes to the record can be made later in time. The name provided by you should match with the identification documents submitted to the Company, such as Aadhar Card, PAN card, Passport, etc.

B We are proposing compensation package and benefits post-onboarding, the details of which are set forth in **Annexure 1** to this LOI.

C Upon accepting this LOI, you will be required to submit a set of documents as mentioned in the **Annexure- 2** . Thereafter, you will be provided access to our pre-onboarding training program, as applicable. This will enable you to learn and master the concepts and skills required to be industry ready. The pre-onboarding training program can include physical classroom training/ self-paced e-learning/ hybrid model of training. The learning journey will be inclusive of assignments, assessments, hackathons/ competitions, and webinars as deemed appropriate by Capgemini.

D The progress made by you in this learning journey would not only help you in getting onboarded but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

E Pre-onboarding training Program and Terms & Conditions of the LOI

1. Pre-onboarding Document Verification: Capgemini adheres to a strong document verification

process. As a part of this process all the personal, educational and professional (if applicable) information provided by you is verified, therefore you are subject to a detailed document verification as per the Company process of the document set submitted by you as per Annexure 2

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks before and during your tenure in Capgemini and by accepting this LOI you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

2. Pre-onboarding Training Program: This may also include pre-onboarding training programs as may be applicable to you and that may be a combination of trainings, assessments, working on client projects & assignments. Post issuance and acceptance of this LOI, you will be communicated appropriately about the pre-onboarding training program you have to successfully complete within stipulated time as per the Company expectations and parameters. By accepting this LOI, you agree to adhere to the terms and conditions of the training program as communicated to you by the Company. Further, please be advised that the Company may consider issuance of Employment Offer Letter **("Offer")** based on your performance in the assigned pre-onboarding training program and as per the business requirements.

F Post successful completion of your pre-onboarding training program, final semester degree/ diploma examination and as per the Company's business requirements you will be eligible (Subject to Clause E) for the final Offer. You agree and acknowledge that the final Offer shall be subject to: -

1. Your successful completion of all curricular requirements within the stipulated timeframe, as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ timeline/ grade/ rank/ class as determined by Capgemini.
2. All the eligibility requirements laid down by Capgemini as mentioned during the recruitment process.
3. The business and skill requirement of the Company.
4. The date of joining and the location of your employment will be purely based on business requirements of Capgemini and the skill set as assessed by Capgemini.
5. The location of your initial reporting, post-onboarding training and the date of your joining for the same would be communicated to you in due course of time. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting.

Note 1: Your employment with Capgemini will be conclusive on you executing the Offer with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini. Post your onboarding with the Company, you may be required to (i) work on any client or Capgemini project(s) that are assigned to you from time-to-time, (ii)on any technical platforms/skills and or work in shifts as per the requirement of project/assignment/client (including night shifts).

Note 2: After commencement of employment you will be on probation for a period of six months from your date of joining and subject to the probation policy of the Company your employment will be confirmed. During your probation you may be required to undergo classroom trainings for such

duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period. Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

G The Company reserves the rights to withdraw and/or cancel your candidature, in case of the following circumstances:

1. Any active backlog in your academics discovered pre or post Onboarding training commencement.
2. In case the Company discovers any fraudulent means/ malpractice/ misrepresentation/ concealment of information by you during the interview process/ pre-onboarding training program or the recruitment process to seek employment including but not limited to misrepresentation of information/ forging or fabrication of documents in resume/ academic score sheet or documents submitted, malpractice during the assessment and or interview process etc.
3. Any delay in submitting any of the documents/requirements for completion of any verification process (pre-onboarding or pre-offer) as required by the Company within the stipulated timelines
4. For not agreeing to the project/assignment/location assigned by the Company or seeking change in onboarding/ training/ work location and/or delaying/ deferring the onboarding due to any reasons/ preferences whatsoever which further leads to no Offer from the Company
5. Disobedience by you to any of the mentioned Terms and Conditions in the LOI
6. Any act or omission which is in violation of any Company policy.

H This is a highly Confidential and Private document. You are required to treat this LOI and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

I You agree and acknowledge that this LOI should not be construed as an offer of employment from Capgemini or any promise thereto. Subject to the terms of this LOI the Company may at any time, at our discretion, revoke this LOI.

We would request you to review the above terms and let us know if they are acceptable to you, within the acknowledgment deadline from the date of the issuance of this LOI (the details as would be mentioned on the portal used for the said purpose).

If you have any questions, please click here.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

This is a computer-generated document. No signature is required. This document is containing confidential information.

ANNEXURE 1

Aditi Avhad, Software Associate

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 3,00,000 (Rupees Three Lakh only)** . Subject to the terms of the LOI and on completion of 1 year of service from your date of joining the employment of Capgemini, you will receive fixed one-time incentive of **INR 25,000(Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For Capgemini Technology Services India Limited

Puneet Kumra
Head - Fresher Hiring

Acceptance
I have read and understood the contents of this LOIs and accept all the terms and conditions of this LOI in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This LOI supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

I state that my acceptance of the LOI on the electronic portal to be construed as my acceptance and acknowledgment of this LOI and will act as physical acceptance of the same.

-

ANNEXURE 2

Documents for LOI acceptance

1. SSC Certificate
2. HSC Certificate
3. Diploma all marksheets
4. Diploma provisional certificate/ Degree Certificate
5. If Graduation, all Graduation Marksheets and Graduation Degree Certificate
6. If Post Graduation, all Graduation Marksheets, Graduation Degree Certificate and marksheets upto second semester for Post Graduation
7. Passport size photo
8. Government ID Proof

Docusign Envelope ID: 9537AD02-9E7D-4C64-A8BC-F4FCF292162A

1305/6/7, Gold Crest Commercial Centre, Opp. Manubhai Jewellers, L.T.Road. Borivali (West), Mumbai - 400092.

Date: 2nd August, 2024

Pranali Prabhu
Parel, Mumbai.
Mob. No.: 9372077727
Email: pranaliprabhu700@gmail.com

Subject: Appointment for post of Growth Hacker and Data analyst

Dear Pranali,

We are pleased to offer you, the position of **Growth Hacker and Data analyst** with Feedspot (the 'Company') on the following terms and conditions:

1. Commencement of employment
Your employment will be effective from 5th August, 2024.

2. Job title
Your job title will be **Growth Hacker and Data analyst**, and you will report to Anuj Agarwal.

3. Salary
First Two months will be training period.
During training period your stipend will be Rs 10,000/- month. From the 3rd month, your salary will be Rs 2,50,000/- year (i.e. 20833/month). From the 7th month, your salary will be hike Rs 2,75,000/- year (i.e. 22917/month).

4. Place of posting
You will be posted at Mumbai, Maharashtra.

5. Leave/Holidays
The Company shall notify declared holidays on major festivals. After training period, 6 paid leaves are permitted in the first year with prior approval. The number of leaves increases every year based on your performance. The Paid Leave gets credited to your account at the end of the complete working month. Saturdays and Sundays are off. Late office start time will be strictly considered as half day, unless approved by the supervisor. Calculation of half/full day leave will be done by (current-month's-salary) / (no. of days in month-Sundays) X no. of leaves.

6. Nature of duties
You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

Docusign Envelope ID: 9537AD02-9E7D-4C64-A8BC-F4FCF292162A

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Termination

8.1 You may terminate your employment with the Company, after one year period, without any cause, by giving no less than 2 month's prior notice.

8.2 Once you join the Company it involves an enormous amount of time, energy and resources in training an employee. In any event if you leave the company before completing one year, you would be liable to pay to the Company, a maximum of, 2 months salary OR an amount equivalent to salary multiplied by the number of months pending to complete 1 year.

8.3 For Special cases, The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or not performing your duties as expected or causing negative environment in office or caused any loss to the Company. For General cases, The Company will notify you two–three times about your low performance.

8.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9. Confidential Information

9.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

9.2 During Employment or post termination you must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

9.3 Breach of the conditions of this clause will render you liable for the loss caused to the company and dismissal under clause above in addition to any other remedy the Company may have against you in law.

Docusign Envelope ID: 9537AD02-9E7D-4C64-A8BC-F4FCF292162A

10. Notices
Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

11. Applicability of Company Policy
The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

12. Governing Law/Jurisdiction
Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai only.

13. Acceptance of our offer
Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

DocuSigned by:
Pallavi Amberkar
FB1B8DC0D5E642E...

Pallavi Amberkar
HR

Accepted by Pranali Prabhu

[sign & date]

Letter of Offer

Strictly Private and Confidential

08-August-2024

Ms. Ritu Lalit Gajul

Dear Ritu Lalit Gajul,

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

Upon your acceptance of the offer letter and your appointment with the Company, you shall be designated as **Executive - Actuarial and Analytical Services** at **Executive** grade based at **BM1573=Thane-IIFL House**. Your per annum fixed Cost to Company (CTC) (inclusive of all statutory payments) shall be **Rs. 300000/- p.a. (Rupees Three Lakh Only).** This CTC will be subject to review based on your performance and other criteria, as may be decided by the company from time to time.

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

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

You shall be under probation for a period of six months from your joining date, and subject to yourperformance, the Company may confirm your appointment, upon such additional terms and conditions, as may be required. If, at the end of the probation, you are found suitable in the appointed post, you will be confirmed in the employment of the company by an order in writing. Confirmation of Dealers, Branch Managers and Relationship Managers and like designations in Retail Broking is contingent to the fact that of your holding a valid NISM certification at the time of confirmation due date.

Your date of joining will not be later than **12-August-2024.**

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

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

Kindly confirm your affirmation by signing a duplicate copy of this letter and return a copy of this letter within one (1) day of the date of offer, failing which this offer shall stand withdrawn.

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

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

Thanking you,

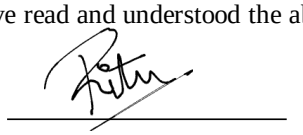
Yours faithfully,

For Livlong Protection & Wellness Solutions Ltd.



Priyanka Nikarge
Human Resources

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



Ms. Ritu Lalit Gajul

Date: 08/08/2024

ANNEXURE A

	Proposed Monthly CTC	Proposed Annual CTC
Amount In RS.	25000	3,00,000
HEADS	SALARY BREAKUP	
BASIC SALARY	14,700	1,76,400
HOUSE RENT ALLOWANCE	4717	56,604
STATUTORY BONUS	1715	20,580
GROSS SALARY (A)	**21,132**	**2,53,584**
EMPLOYER CONTRIBUTION		
PROVIDENT FUND @ 12%	1764	21,168
MEDICAL INSURANCE PREMIUM	879	10,548
BONUS EMPLOYER @ 8.33%	1225	14,700
SUBTOTAL (B)	**3868**	**46416**
COST TO THE COMPANY(A+B)	**25,000**	**3,00,000**
LESS :- DEDUCTIONS		
Employee PF @ 12%	1764	21168
SUBTOTAL (C)	**1764**	**21168**

ANNEXURE B

Documents to be submitted at the time of joining:

1. **Livlong Documents:**
- LivLong's Signed Offer Letter
- Medical Fitness Certificate
- Latest Photograph – 107px*79 px in PNG format only. (2)

2. **Educational Certificates:**
- SSC
- HSC
- Graduation
- Post-Graduation

3. **KYC Documents:**
- PAN Card
- Aadhaar Card

4. **Employment documents:**
- Last 3 months Salary slips & Offer Letter of current employment
- Resignation Acceptance of Last Employer (If relieving letter pending from last employer)
- Last three employment relieving letter or
- Last 5 years of employment with relieving letters

JINDAL

JINDAL SAW LTD.

JSL/HR/2024/ Dated: 25/10/2024

LETTER OF OFFER

Mr. Dilip Swaraj Sahu
Room No. 363, Motilal Nehru Nagar,
S.M. Road, Antophill Church, Mumbai – 400 037(M.S.)

Dear Mr. Dilip,

With reference to your application and the subsequent interviews you had with us, we have the pleasure in offering you an appointment as **"Assistant - Marketing & Sales"** in our company.

We expect you to join us on or before **28/10/2024** at 9.30 a.m. at our Mumbai location at **Jindal Mansion, 2nd Floor, 5A, Pedder Road, Near Jaslok Hospital, Mumbai – 400 026** and contact Mr. Pankaj Pathak (Mob No. 9130053736) for joining formalities / induction.

This is only an offer of appointment and a detailed appointment letter will be issued to you on joining. The offer letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which the offer lapses on the stipulated date.

This offer is subject to satisfactory reference checks and medical fitness.

Your monthly remuneration would be as discussed and agreed. The break-up of the salary structure would be provided along with the appointment letter.

Please submit copies of Certificates in proof of your age, education, experience, relieving letter, monthly emoluments, PAN Card, Adhar Card details and 6 copies of passport size photographs at the time of joining.

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

Yours Sincerely,

For Jindal Saw Ltd.

R. S. Mishra
Associate Vice President – HR, ER & Admin

Outlook

Fw: Request for Educational Qualification Verification

From Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Date Mon 11/4/2024 12:00 PM
To Bhavesh Shah <bhavesh.shah@vsit.edu.in>
Cc EXAM VSIT <exam@vsit.edu.in>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>

3 attachments (2 MB)

-2024-10-16-20-02-50-Sixth-sem-result.pdf; -2024-10-18-15-47-52-sem5-sem6 (1).pdf; -2024-10-25-16-41-10-Educational-Qualification---Heramb-Vaidya- (1).pdf;

Hi Bhavesh Sir,

1. Shravani Rane
2. Mrunal Gharal
3. Heramb Vaidya

These students of 2024 pass out batch recently got placed and therefore a verification of their educational documents required at the earliest.

Please find attachment, kindly accommodate.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Shikha <Shikha@xlnctechnologies.com>
Sent: Monday, November 4, 2024 11:43 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Denis Kathrotia <denis@xlnctechnologies.com>
Subject: Re: Request for Educational Qualification Verification

Dear Dinesh,

As mentioned in the above email. PFB the attached soft copy of their last semester for your reference.

Please let me know if you require any additional information. Your prompt assistance in this matter would be greatly appreciated.

Regards.

On Mon, Nov 4, 2024 at 9:16 AM Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

> Hi Shikha,
>
> Please ask these candidates to provide soft copy of their last semester marksheet, based on which we will be able to process the verification required.
>
> **Regards,**
>
> **Dinesh Sukumaran**
> Head Training and Placement
>
> VSIT | Vidyalankar School of Information Technology
>
> Vidyalankar Educational Campus
> Vidyalankar College Marg
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>
> ---
>
> **From:** Shikha <Shikha@xlnctechnologies.com>
> **Sent:** Wednesday, October 30, 2024 4:56 PM
> **To:** Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Denis Kathrotia <denis@xlnctechnologies.com>
> **Subject:** Request for Educational Qualification Verification
>
> Dear Dinesh,
>
> I am writing to request verification of the educational qualifications of the following employees, who have recently joined our organization.
> 1. Shravani Rane
> 2. Mrunal Gharal
> 3. Heramb Vaidya
> We would appreciate it if you could confirm the following details:
>
> 1. Degree(s) obtained and years of batch attended
> 2. Any other relevant information regarding their educational background

Please let me know if you require additional information. Your prompt assistance in this matter would be greatly appreciated.
Thank you for your assistance!
Regards,

--



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--



APPOINTMENT LETTER

30th May 2023

To,
Mr Pradnyesh Bhosale
Mumbai

Dear Mr.**Pradnyesh Bhosale**,

Congratulations! We have pleasure in making an offer to you for the post of Human Resource & Finance **Executive (Work From Home)** based at Mumbai (Sion) from **Start Date:- 30th May 2023**. We feel confident that you will contribute your skills and experience towards the growth of our organization.

The following Terms & conditions:

- It's a 12 months **Executive Mentorship** in which we will working in developing Management skills in students and you will be working in Following Profiles

  a) **Sr management Communication**. (CXO communications, Capability Presentation, Business networking, MIS report, Creating business reports, Funnel management and lot more)
  b) **Human Resource** (IDENTIFICATION, Shortlisting, interviewing, Hiring, Performance management, Training, Appraisal, Conflict management, RNR and Exit Interviews)
  c) **Digital Marketing (SMM)** (Social Media Marketing, Working on live projects and operating social media B2B handles like Linked in, GMB, FB , Insta, You-tube and others)
  d) **Global Relationship Management** (Engaging with International Business and inviting them to India for business)

- Performance based stipend will be given up to rupees 10k (variable)
- Your working hours will be 2-6 pm Five days week.
- You will be governed by and agree to abide by the General Terms & Conditions of

  Service of the Company.

- You will furnish to us copies of all the relevant certificates, including relieving certificate from

  your present employer at the time of joining.

- You will also submit to us 4 copies of your recent passport sized and 1 stamp sized photographs on red color background at the time of joining.
- You are requested to sign and return the duplicate copy of this letter within 2 days of receipt of this letter as a token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the C2C Code of Conduct.
- In case any of the party wishes to discontinue then it can be done by giving a notice period of 30 days.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- You shall observe and be bound by the Company's rules and regulations as varied by the Company from time to time insofar as they affect your employment with the Company.
-

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

Kindly let us know if you have any questions or concerns regarding the above. We are excited about your arrival and hope that this will offer you great personal and professional challenges and rewards.

Best Wishes,

CEO SKILL C2C

Vivek Bhattacharya

Acceptance Mr Pradnyesh Bhosale

Vivek Bhattacharya

Fw: TPO Meet - Minutes of Meeting

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Fri 11/10/2023 10:12 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

1 attachments (10 KB)
Assessment status update - VSIT.xlsx;

Saona -pls update the PI data.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Thursday, November 9, 2023 6:40 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

PFA, Phase 1 Assessment status of HR Select candidate, we will trigger assessment phase 2 today for the students who has cleared phase 1 **(Deadline tomorrow Evening 9:00 PM for phase 2 assessment)** and Kindly inform the students who has not completed the assessment 1 to complete the test before 12:00 PM Tomorrow.

We have 1 Final select candidate **" Harshall George Naidu" (Alumni 2023 batch)** from yesterday's drive and his date of Joining is **20th November 2023**.
PFB Summary.

Summary	
Status	**Number**
Final Select	1
Assessment Phase 1 Pass	8
Assessment Phase 1 Fail	3
Assessment Phase 1 Pending	2

Ritika Singh

Senior Executive
Talent Acquisition

firstsource

Mobile: +91 6201292875

Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Ritika Singh
Sent: Wednesday, November 8, 2023 3:08 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

Thank you for conducting the smooth "Campus drive" and please find attached HR interview status. I have triggered the phase 1 assessment test for all the HR Select students and I will share the phase 1 assessment by tomorrow.

PFB Summary

Summary	
Status	**Count**
HR Select	14
HR Reject	4
Absent	12
Total	30

Ritika Singh

Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, November 7, 2023 3:49 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

sure thank you

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, November 7, 2023 3:18 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Thanks Dinesh. Just 1 correction please to what Ritika mentioned on source:

IMPORTANT INSTRUCTIONS FOR FILLING THE REGISTRATION FORM-

1. Candidates only need to fill the *red asterisk fields*
2. Password should be put as **Welcome@123**
3. The *source* should be filled as **'Campus'**
4. The *sub-source* as **"ON Campus"**
5. The DOB should be chosen on the calendar and not manually typed
6. After filling all details, please click on *Terms and Conditions* and press **'Accept'**

Jim

Jimmit Thakar

Sr. Manager- Talent Acquisition

Mobile: (+91) 9820664039

Web:www.firstsource.com

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, November 7, 2023 3:14 PM
To: Ritika Singh <Ritika.Singh@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Thank you Jimmit, I shared the link with all our students.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Tuesday, November 7, 2023 2:47 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hello Dinesh,

PFA Link :
https://careers.firstsource.com/job-invite/1647/

IMPORTANT INSTRUCTIONS FOR FILLING THE REGISTRATION FORM-

1. Candidates only need to fill the *red asterisk fields*
2. Password should be put as **Welcome@123**
3. The *source* should be filled as **'Campus'**
4. The *sub-source* as **"off campus"**
5. The DOB should be chosen on the calendar and not manually typed
6. After filling all details, please click on *Terms and Conditions* and press **'Accept'**

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, November 7, 2023 2:35 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Thanks Dinesh. Let's look at possibility of increasing the count if possible. Also, as part of the protocol these candidates needs to register themselves on the requisition. Please cascade to ensure candidates are registered.

Ritika - Please share the link.

Jim

Jimmit Thakar
Sr. Manager- Talent Acquisition

Mobile: (+91) 9820664039
Web:www.firstsource.com

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, November 7, 2023 2:18 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hi jimmit,
Thank you for your concern. we welcome you all to VSIT.
Please find attachment.
regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, November 7, 2023 1:54 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hi Dinesh,

Basis your confirmation below, we are delivering an **ON-CAMPUS DRIVE tomorrow (8th Nov) starting 10.30am**.
Please share the expected count with list of interested students so that we can plan for recruiter alignment to visit tomorrow.

Also, I am sure our JD and company details are well-floated for students knowledge on their application.

Jim
Jimmit Thakar

Sr. Manager- Talent Acquisition

firstsource

Mobile: (+91) 9820664039
Web:www.firstsource.com

~ Your talent is your priced possession ~

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, November 3, 2023 9:02 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Cc: campusmumbai@firstsource.com; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Confirmed, thank you.

Regards,

Dinesh Sukumaran
Head Training and Placement

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Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Thursday, November 2, 2023 7:01 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

I am good with the date 8th November 2023 and kindly block calendar for "Firstsource" Campus drive. And I hope this date will not be rescheduled.

Looking forward for the successful campus drive at your college.

PFB Details for the drive;

Details	
Drive Date	2nd-Nov
Time	10:00 AM
Delegates FSL	Jimmit Thakar - Senior Manager
	Ritika Singh - Senior Executive

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, October 31, 2023 6:40 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: campusmumbai@firstsource.com
Subject: Re: TPO Meet - Minutes of Meeting

Hello Ritika
I just got a last minute update as some students interaction has been scheduled, so I request to reschedule the selection drive on 8th November, Wednesday.

Regret Inconvenience.
Kindly co-operate
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, October 31, 2023 5:18 PM
To: Ritika Singh <Ritika.Singh@firstsource.com>; Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hi Dinesh,

Just wanted to be specific here, that this will be an on-campus drive. Please confirm so that the team can plan for travel accordingly to VSIT.

Jim

Jimmit Thakar
Sr. Manager- Talent Acquisition

Mobile: (+91) 9820664039
Web:www.firstsource.com

~ Your talent is your priced possession ~

From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Tuesday, October 31, 2023 4:47 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

We are all set for the campus drive at "Vidhyalankar School for Information Technology" on 2nd November 2023, the date proposed by you. Hope for the same from your end

Kindly inform all the interested students to be present at college premises before 10:00 AM.

PFB Details for the drive;

Details	
Drive Date	2nd-Nov
Time	10:00 AM
Delegates FSL	Jimmit Thakar - Senior Manager
	Ritika Singh - Senior Executive

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Monday, October 30, 2023 5:17 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com
Subject: Re: TPO Meet - Minutes of Meeting

Hello Dinesh,

We are ready for campus drive on 2nd November 2023 at your campus. Kindly share the interested student's data on the attached format.

Looking forward for successful drive.

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, October 28, 2023 9:42 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hello Ritika,
Thank you so much for sharing the information with use. Indeed its a delight to associated with Firstsource. We will be happy to host campus drive.
2nd November has a slot available for you. I want this campus to happen before the term exams and Deepawali vacation.
Kindly confirm.
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Friday, October 27, 2023 2:32 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

We have a vacancy around 700 people in the month of November in our Mumbai office and we are looking forward to conduct drive at your college "**Vidyalankar School of Information Technology**" at earliest is possible. Kindly share the campus drive date for the same.

P.S : Alumni students can join us immediately in the month of November and for 2024 Graduate we will release "Letter of Intent" so they can join us post final exam.

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web:www.firstsource.com

firstsource

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, October 10, 2023 9:15 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com
Subject: Re: TPO Meet - Minutes of Meeting

Hi Ritika,
Thanks for your message. I will soon share the dates after discussing internally.
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Monday, October 9, 2023 3:30 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,
Hope you find this in good health!
Here is the JD & Details, kindly go through the same and let us know when can we conduct drive for the 2024 student pool and also, for the 2023 and 2022 student kindly share the Alumni data so that they can join us immediately.
Hoping for many more fruitful future connects!
Ritika Singh

Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Wednesday, October 4, 2023 9:06 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hi Ritika,
Thank you so much for sharing the minutes of meeting. I missed a good chance to attend and meet everyone. But surely be connected to first source.
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Tuesday, October 3, 2023 7:01 PM
Cc: campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: TPO Meet - Minutes of Meeting

Hello,

PFB Minutes of Meetings

#	Topic	Action Point	Closure Date	Owner	
1	Meet & Greet	Exchange of introduction of college faculties & FSL faculties (8 colleges attended out of 12 invited)	29-Sep-23	All	
2	FSL Corporate Overview	About Firstsource - Who we are, what we do and what we achieve. FSL Operating Locations Business Verticals at FSL for career opportunities Role specific - What are we looking for Interview Process Growth Opportunities FSL Social Media Presence	29-Sep-23	Jim	
3	Engagement Plan from FSL	On-Campus Drives Off-Campus Drives Campus to Corporate Sessions Snippet Sessions for selected pool of candidates (e.g. How to prep for interviews) Alumni Connects and Data	29-Sep-23	Jim	

4	CHRO Meet & Vision	FSL as a priority company for drives Endorsement ONLY of quality and interested pool (Arts & Commerce streams minus PG population) Commitment from every college towards delivery for the year FSL strategy to partner with known Institutions to promote learning culture via sponsorships (e.g. IMI Delhi) I-surge program at FSL - sponsored learning for self-development Round table conferences by organization for students specifically interested for FSL Curriculum embedding into the courses where feasible for colleges	29-Sep-23	Aftab	
5	TPO Inputs to FSL	Apart from Career Ladder also share monetary ladder if possible (Virendra) Processing time to be max 2 days for students Documented Offer Letter to students for assurity of job for pipelining approach MOU Document to be shown for NAAC by colleges FSL support to allow students to take on site assessments with logistics if the college cannot accommodate	29-Sep-23	TPOs	

Ritika Singh

Senior Executive
Talent Acquisition

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Mumbai 400 064

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Fw: Candidate feedback - Campus Placement - 18th October 2023

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Wed 12/27/2023 5:20 PM

To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

1 attachments (24 KB)

00.jpg;

plz update the PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

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Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
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From: Aashu Vishwakarma <aashu.vishwakarma@ikshealth.com>
Sent: Wednesday, December 27, 2023 5:03 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Candidate feedback - Campus Placement - 18th October 2023

Hi Dinesh,

As discussed please find the below feedback as requested:

Name	contact	mail id	remarks
Shruti singh	9769762191	singhshruti1975@gmail.com	Final Select
Khushi Paresh Gosar	9324404155	gosarkhushi606@gmail.com	Operation pending
Sriveni Shankar podeti	9321379422	podetisriveni130@gmail.com	Final Select
Vaibhavi Pravin Hande	8451861868	vaibhavihande28@gmail.com	Final Select
Ruchira Shinde	9324175686	ruchishinde31@gmail.com	Final Select
Mudra Tambe	9867240288	mudratambe1252@gmail.com	Final Select
Kaustubh Charikar	9324768916	kaustubhc2003@gmail.com	Operation pending
Aditya Mangesh Shelar	9321066043	mistershelar05@gmail.com	Final Select
Rigved Girkar	8779573195	rigvedgirkar22@gmail.com	Final Select
Shreya Ramesh Sahu	7977366870	shreyasahu895@gmail.com	Final Select
Arya Jadhav	9594401261	aryajadhav2004@gmail.com	Final Select
Rashi Mahesh Baniya	7977569380	rashibaniya18@gmail.com	Operation pending

Best Regards,
Aashu Vishwakarma

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www.ikshealth.com

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On Sat, Dec 16, 2023 at 3:45 PM Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

Dear Aashu,
please find attachment with students feedback.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Aashu Vishwakarma <aashu.vishwakarma@ikshealth.com>
Sent: Saturday, December 16, 2023 11:54 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Candidate feedback - Campus Placement - 18th October 2023

Hi Dinesh,

As discussed please find the feedback of the students:

A) List of students pending for final round:

Name of the Student	Contact	Mail ID
Shruti singh	9769762191	singhshruti1975@gmail.com
Khushi Paresh Gosar	9324404155	gosarkhushi606@gmail.com
Sriveni Shankar podeti	9321379422	podetisriveni130@gmail.com
Vaibhavi Pravin Hande	8451861868	vaibhavihande28@gmail.com
Ruchira Shinde	9324175686	ruchishinde31@gmail.com
Mudra Tambe	9867240288	mudratambe1252@gmail.com
Kaustubh Charikar	9324768916	kaustubhc2003@gmail.com
Aditya Mangesh Shelar	9321066043	mistershelar05@gmail.com
Rigved Girkar	8779573195	rigvedgirkar22@gmail.com
Shreya Ramesh Sahu	7977366870	shreyasahu895@gmail.com
Arya Jadhav	9594401261	aryajadhav2004@gmail.com
Rashi Mahesh Baniya	7977569380	rashibaniya18@gmail.com

B) List of students awaiting for EVA round (V&A):

Name of the Student	Contact	Mail ID
Prajakta Narayan Podeti	7021693258	prajaktapodeti@gmail.com
Karthik Manoharan	7400398967	karthik.mano2105@gmail.com

Savi Sandeep Yendhe	9324897469	yendhesavi@gmail.com
Samruddhi Sandeep Nimbalkar	9594078352	Samruddhinimbalkar20@gmail.com
Drashti Udvadia	9969295480	drashtiudvadia15@gmail.com
Utsav Naimeshbhai Khambhati	9664988755	utsavkhambhati23@gmail.com

Best Regards,
Aashu Vishwakarma
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On Sat, Dec 16, 2023 at 11:30 AM Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

Hello Aashu,

I request to let us know the status of our students who appeared for the recent selection drive.

We are looking for to the following;-
1 Another selection drive by IKS Healthcare in Feb 2024
2 Your support to organise a Job fair on 13th Feb 2024 at VSIT.
3 Please find employer feedback form and kindly give some valuable opinion through the link below - https://forms.office.com/r/G4RsDd6fmQ

Regards,

Dinesh Sukumaran
Head Training and Placement

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Vidyalankar College Marg
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From: Aashu Vishwakarma <aashu.vishwakarma@ikshealth.com>
Sent: Friday, November 17, 2023 11:15 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Candidate feedback - Campus Placement - 18th October 2023

Yes Dinesh.

Time:- 11am

Best Regards,
Aashu Vishwakarma
Talent Acquisition
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www.ikshealth.com



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On Fri, Nov 17, 2023 at 8:42 AM Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

Hello Aashu,
To confirm again..
The date for PI is 18th Nov
Venue - IKS health Airoli office
Reporting time - 10am

please confirm
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Aashu Vishwakarma <aashu.vishwakarma@ikshealth.com>
Sent: Thursday, November 16, 2023 6:43 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Candidate feedback - Campus Placement - 18th October 2023

Hello Dinesh,

Sorry for the delay in response. I hope you are doing well.

As discussed please find below details of students who have cleared the first assessment for campus placement held on 18th October.

Kindly informed the students to walkin on **18th November to the office for the second assessment.**

Name	Contact No.	Email Address.
Shruti singh	9769762191	singhshruti1975@gmail.com
Prajakta Narayan Podeti	7021693258	prajaktapodeti@gmail.com
Khushi Paresh Gosar	9324404155	gosarkhushi606@gmail.com
Sriveni Shankar podeti	9321379422	podetisriveni130@gmail.com
Vaibhavi Pravin Hande	8451861868	vaibhavihande28@gmail.com
Ruchira Shinde	9324175686	ruchishinde31@gmail.com

Mudra Tambe	9867240288	mudratambe1252@gmail.com
Nandhana Muthiah	8828154246	nandhanamuthiah118@gmail.com
Kaustubh Charikar	9324768916	kaustubhc2003@gmail.com
Aditya Mangesh Shelar	9321066043	mistershelar05@gmail.com
Rigved Girkar	8779573195	rigvedgirkar22@gmail.com
Shreya Ramesh Sahu	7977366870	shreyasahu895@gmail.com
Karthik Manoharan	7400398967	karthik.mano2105@gmail.com
Arya Jadhav	9594401261	aryajadhav2004@gmail.com
Rashi Mahesh Baniya	7977569380	rashibaniya18@gmail.com
Savi Sandeep Yendhe	9324897469	yendhesavi@gmail.com
Manasi Nair	8104743191	manasinair2129@gmail.com
Singh Govind Harishankar	9372334120	govindsingh2890@gmail.com
Samruddhi Sandeep Nimbalkar	9594078352	Samruddhinimbalkar20@gmail.com
Drashti Udvadia	9969295480	drashtiudvadia15@gmail.com
Utsav Naimeshbhai Khambhati	9664988755	utsavkhambhati23@gmail.com

Also we are interested in scheduling more drives in your college so we can place maximum no students.

Let us know how we can take this forward.

Best Regards,
Aashu Vishwakarma
Talent Acquisition
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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ANUSHKA SUNIL LAGAD,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

12:28 • 84%

TCS BPS In Person Document Verification | Mumbai Branch

Inbox

Aditee Sukht... 7 days ago

to Uttara

TCS Confidential

Dear Candidate,

Congratulations on your Provisional Offer letter from TCS !!!!

As you have completed your Graduation final Year, we are Inviting you for the Next Steps for the Offer process

Please find attached the list of documents to be Provided to TCS for your reference.

1. **Documentation checklist** (all documents to be shared as per the list)

Reply all

99+

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear JAYESH PANDEY,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear KHUSHI JIGNESH SHETH,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear LAV MADHUKAR MANE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SAVI SANDEEP YENDHE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SEEMA RAJBAHADUR YADAV,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SEJAL KAMBLE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SHRUTI SUSHIL NANGARE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear VAIBHAVI HANDE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ANKITA YADAV,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ARSALAN IRFAN MUKADAM,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear PRAVALIKA SADAIAH PASIKANTI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear RASIKA PANDIT,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ROUNAK MUKHTAR ANSARI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SUMIT SUDARSHAN GOND,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear NISHA KURMI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear PRERNA NANA KAMBLE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear RAJ DHARMENDRA JAISWAL,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear RAMJIYAVAN GUPTA,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

Sciative Solutions Private Ltd.

Office Address: 1201, 12th Floor, Rupa Sapphire, Plot 12,
Sector 18, Vashi, Navi Mumbai 40003
CIN: U74999MH2015PTC265309

Date: 1st February 2024

Mr. Raj Dharmendra Jaiswal
Room no 28, Lal Bahadur Shastri Nagar
Barkat Ali Naka, S.P road, Wadala East, Mumbai-400037
C: 8850701119 | 9220962638
Email: rajjaiswal777758@gmail.com
Pan: CMUPJ7882D | Aadhaar Card: 462742476573

Offer Letter

Dear Raj

Congratulations for clearing all the selection rounds of Sciative; less than 3% of interested applicants make it to the offer. We are very pleased and excited to offer you the role of **Jr. Pricing Executive** at Sciative Solutions Private Limited effective from **June, 2024**. Your full-time employment will be subject to successful completion of your Bachelors of Commerce from Vidyalankar School of Information Technology. We look forward to working with you and believe that you can make a very significant, positive contribution to the success of Sciative. Our company offers you an opportunity to put your experience, abilities, dedication, energy and creativity to excellent use. Welcome to the team!

Your total annual package will be Rs. 1,80,000/-per annum. In your first 3 months of joining, you will be in your training period, where you will be receiving a monthly stipend of Rs 7,000 per month. See Annexure A for a detailed salary breakup.

Please note, you shall be a full-time employee and your leave type applicability shall be TYPE III or TYPE IV wherein type III will have their weekly off as Sunday and TYPE IV will have their weekly of on Wednesday.

At Sciative we ensure that we'll invest great deal of resources and time in your professional grooming, mentoring and training to up- skill you in in various domains related to your job. We believe in our team member's capabilities and would love for them to grow along with us in the long term as well. In the same spirit, we require all our team members to adhere to our core values of: Customer Success, Ownership, Respect, Integrity, Excellence & Teamwork

I request you to please submit scanned copies of the following by end-of-day today (1st February 2024)

i. Certificates and marksheets in support of your educational qualifications (10th onwards)
ii. PAN Card / Passport / Aadhaar card / driving license
iii. Two passport size photographs
iv. Cancelled cheque of the bank account where you would like your salary to be deposited

We look forward to working with you at Sciative. Please sign and date this letter on the space provided below to acknowledge your acceptance of the terms of this agreement.

Should you have any questions or clarifications, please feel free to reach me directly at aishwarya.mhatre230501@sciative.com

Best Wishes,

Vijeta Soni, Co-Founder and CEO, Sciative

Mr. Raj Dharmendra Jaiswal

Sciative Solutions Private Ltd.

Office Address: 1201, 12th Floor, Rupa Sapphire, Plot 12,
Sector 18, Vashi, Navi Mumbai 40003
CIN: U74999MH2015PTC265309

ANNEXURE A: Salary Breakup

CTC Breakup - Annual and Monthly		
Particulars	**Annual**	**Monthly**
CTC	1,80,000	
EARNINGS		
Laptop Allowance (employees using own laptop will receive Rs. 2000 per month)	24,000	2,000
Basic	77,684	6,474
HRA	23,305	1,942
Special Allowance	30,379	2,532
OTHER EARNINGS: PF AND GRATUITY		
Employee Earning EPFO (Employer's contribution)	15,848	1,321
Employer Contribution to ESIC	5,049	421
Gratuity	3,735	311
GOVT. DEDUCTIONS		
Professional Tax	2,400	200
Employee Earning EPFO (Employee's contribution)	15,848	1,321
Employee Contribution to ESIC	1,165	97
Monthly inhand (Gross - PF - PT)	1,35,955	11,330
Gross Monthly earning	1,80,000	15,000

***Bouquet of Allowances**: Fixed in hand salary component received by the employee distributed over a period of 12 months. This will be received in full (pre-tax).*

***Laptop Allowance**: Fixed amount that employee will get if they use their own purchased laptop of high configuration distributed over a period of 12 months.*

(The Employee Provident Fund (EPF) is a scheme that helps people save up a sufficient corpus for retirement. The plan was introduced with the Employees' Provident Funds Act in 1952 and is today managed by the Employees' Provident Fund Organization (EPFO). In this scheme, an employee has to contribute 12% of their income towards the fund every month. The employer matches this amount with an equal contribution. When you retire, you receive the total amount (personal as well as the employer's contribution) as a lump sum along with interest. The EPF is regarded as a low-risk investment as the Government of India manages it and assures a fixed rate of return. Companies with a minimum of 20 employees mandatorily have to maintain EPF accounts for their employees. If an employee move from one job to another, you can transfer your EPF corpus easily. This is possible through something known as the Universal Account Number.

Vijeta Soni

Mr. Raj Dharmendra Jaiswal

Sciative Solutions Private Ltd.

Office Address: 1201, 12th Floor, Rupa Sapphire, Plot 12,
Sector 18, Vashi, Navi Mumbai 40003
CIN: U74999MH2015PTC265309

Important Terms

Open-door communication: Sciative promotes and respects open and collaborative environment to ensure flow of right information from employees to the managers and management. Always remember that you are free to express your innovative ideas, creative thoughts and process improvement suggestions openly to the management. Great products are first a beautiful idea.

Importance of Values: Giving importance to VALUES it is a simple process that involves defining what is right or wrong, and then doing the right thing. Ethics at Sciative is about Values and associated behavior. It is a process of defining values and ensuring that corporate and individual employee behavior epitomize those values. At Sciative, we believe that any business conduct can be Ethical only when it rests on the core values of Customer Success, Sense of Urgency, Respect, Integrity, & Quest for Excellence. Strong commitments to these values have long been the guiding principles for Sciative. These values are to be kept in focus by all Sciative employees/consultants/associates, irrespective of their designations, under all circumstances, irrespective of the goals that are intended to be achieved. To us, means are as important as the ends.

Game Area and Tea/Coffee: For maintaining a great environment the company has invested in creating high quality office spaces and Game areas for all employees to use. Tea and coffee will also be openly available for your consumption. You will however ensure that you respect and carefully use the resources to avoid wastages or spoilages.

Probationary Period: The first six (6) months from the date of joining will be considered as probationary period of the employee. During the Probationary Period the Employee's performance and suitability for continued Employment will be monitored. At the end of the Probationary Period the Employee will be informed in writing if the Employee has successfully completed the Probationary Period. All state laws of probationary period shall apply on the employee.

Commitment Period: From your date of joining till completion of 18 Months, you would be under commitment period, wherein, if you exit from Sciative for any reason, within 18 months of your joining, you would be liable to pay Rs. 5,000 per week for the training and mentoring time & efforts put by company's employees and management to bring the employee up to speed for work.

Notice Period: For the departing employees the notice period is of three (3) months' notice in writing.

Reporting Timing: 9:00AM on all working days

Paid Leave and Holidays: As your tenure progresses in the company, you will start earning more leaves. See the leave earnings pattern below:

- During 1 – 6 months: 1 day per month;
- During 7 – 12 months: 1.5 days per month;
- During 13 – 36 months: 2 days per month;
- 37+ onwards: 2.5 days per month.

Please note: You will have to accumulate at least 3 leaves, before you start to avail leaves; therefore, first three months of employment leaves will not be approved.

Respect Confidentiality: As an integral part of Sciative you (i) will keep all Confidential Information (ii) will use the Confidential Information solely in connection with your engagement with the company; and (iii) will not, without Sciative's prior consent, disclose any Confidential Information in any manner whatsoever to any third party, (iv) will not make any copies of the Confidential Information in any format unless instructed by the company management to do so (v) will ensure that others in your team also follow and respect the confidentiality of information.

Exclusivity: As a full-time employee, you will **not engage in any other employment or business activities** outside of Sciative. You agree that all of your activities that impacts your work and workability at Sciative shall be in conformity will all the policies, rules and regulations and directions of the Company.

On the date of joining, you will also receive a detailed HR induction, code-of-conduct document and company's policies that applies on all employees to ensure decorum and cohesiveness within the team and all departments equally.

Vijeta Soni

Mr. Raj Dharmendra Jaiswal

Vidyalankar School of Information Technology

Selection of Students for BTW Financial Services & IMF Pvt Ltd

Internship Period March - August 2024

Sr No	NAME
1.	Aman Chourasiya
2.	Shruti Kamble
3.	Varsha Yadav

Full Time for Sales Executive profile

Date of commencement 1st june, 2024

Sr No	NAME
1.	Shivprasad Gupta
2.	Onkar Main
3.	Saba Kausar Shaikh

Fw: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Mon 2/26/2024 2:43 PM

To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Plz update the current PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Parth Sonawane <Parth.Sonawane@gep.com>
Sent: Monday, February 26, 2024 12:16 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>; Anusha Anand <Anusha.Anand@gep.com>
Subject: RE: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

Hello Dinesh,

Thank you for hosting GEP at your institute for this year's campus program. Please convey our sincere thanks to the students for their support and patience without which conducting this placement drive would not have been possible.

Kindly note, that the below student has been selected.

First Name	Last Name	Email Address	Final Status
mrunali	kansara	kansaramrunali@gmail.com	Final Select
Chandrakanth	Jinna	jinnachandu7@gmail.com	Final Select
Ruksar	Shaikh	rukhsaars66@gmail.com	Final Select
Aftab	Shaikh	shaikhaftab1706@gmail.com	Final Select
Manish	Radhakrishnan	manishradhakrishnan54@gmail.com	Final Select
Atharv	Lingayat	lingayatatharv@gmail.com	Final Select
Khusbu	Yadav	ykhushboo785@gmail.com	Final Select

Shivaansh	Sagar	shivaanshsagar@gmail.com	Final Select
Vaishali	Gupta	devgupta7961362@gmail.com	Final Select
Prasad	Paradkar	paradkarp45@gmail.com	Final Select
Raj	jaiswal	rajjaiswal777758@gmail.com	Final Select
Priya	Maheshwaram	Priyamaheshwaram18@gamil.com	Final Select
Ramjiyavan	Gupta	guptaram2003@gmail.com	Final Select

Thanks & Regards,

Parth Sonawane
Associate - Talent Acquisition
(M): +91 9867845209
www.gep.com



From: Parth Sonawane
Sent: Wednesday, February 21, 2024 6:51 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>; Anusha Anand <Anusha.Anand@gep.com>
Subject: RE: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

Hi Dinesh,
Please find below the list of candidates shortlisted for In-person interviews on Friday,

Please convey this to the students.

First Name	Last Name	Email Address
Ashish	Yadav	ay450869@gmail.com
mrunali	kansara	kansaramrunali@gmail.com
Chinmay	Mestry	mestrychinmay142@gmail.com
snehal	jadhav	snehaljadhav7045@gmail.com
Raman	Gupta	raman0499dgupta@gmail.com
Onkar	Main	onkarmain270@gmail.com
Bhakti	Loke	bhaktiloke259@gmail.com
NISHA	KURMI	nishakurmi90@gmail.com
Nandhana	Muthiah	nandhanamuthiah118@gmail.com
Chandrakanth	Jinna	jinnachandu7@gmail.com
Khushbu	NA	khusisingh2612@gmail.com
Ruksar	Shaikh	rukhsaars66@gmail.com
Aftab	Shaikh	shaikhaftab1706@gmail.com
Rakshita	Magidi	rakshitamagidi15@gmail.com
Sneha	Prajapati	snehaprajapati471@gmail.com

Aanchal	Halwai	aanchalhalwai@gmail.com
Manish	Radhakrishnan	manishradhakrishnan54@gmail.com
Ekta	Parihar	ektaparihar857@gmail.com
Siddhant	Tanavade	siddhanttanavade@gmail.com
Khushi	Gupta	khudhigupta9841@gmail.com
Atharv	Lingayat	lingayatatharv@gmail.com
Madhuri	Rajbhar	rajbharmadhur25@gmail.com
Khusbu	Yadav	ykhushboo785@gmail.com
Shivaansh	Sagar	shivaanshsagar@gmail.com
Samiksha	Chavan	chavansamiksha012@gmail.com
Pratiksha	Shinde	pratiksharshinde100@gmail.com
Vaishali	Gupta	devgupta7961362@gmail.com
Prasad	Paradkar	paradkarp45@gmail.com
Raj	jaiswal	rajjaiswal777758@gmail.com
Priya	Maheshwaram	Priyamaheshwaram18@gamil.com
Samruddhi	Thombre	samruddhithombre072109@gmail.com
Ramjiyavan	Gupta	guptaram2003@gmail.com
Akshay	Paradkar	vparadkar63@gmail.com
Samiksha	Waghmare	samikshawaghmare03@gmail.com
Shruti	Singh	singhshruti1975@gmail.com
Lav	Mane	lavmane2003@gmail.com

They will receive the invites from me shortly.

Thanks & Regards,

Parth Sonawane
Associate - Talent Acquisition
(M): +91 9867845209
www.gep.com



From: Parth Sonawane
Sent: Friday, February 16, 2024 6:45 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>; Anusha Anand <Anusha.Anand@gep.com>
Subject: RE: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

Hi Dinesh,

PFB the test link.

https://tests.mettl.com/authenticateKey/6nd2k03lkw

We're re-sharing the test link for the remaining 20 students who have not completed the test.

Also, we are pushing the interview drive dates to 23rd Feb 2024 (Friday) because we'll be occupied for the next week as we have client visits.

for any help/queries, feel free to connect.

Thanks & Regards,

Parth Sonawane
Associate - Talent Acquisition
(M): +91 9867845209
www.gep.com



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, February 8, 2024 12:31 PM
To: Parth Sonawane <Parth.Sonawane@gep.com>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>
Subject: Re: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

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Hello Parth,
Please find attachment.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Parth Sonawane <Parth.Sonawane@gep.com>
Sent: Thursday, February 8, 2024 12:07 PM

To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>
Subject: RE: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

Hi Dinesh,

As we're moving ahead with the process. Can you please help us out with the updated CVs of all the interested students?

Thanks & Regards,

Parth Sonawane
Associate - Talent Acquisition
(M): +91 9867845209
www.gep.com



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, February 8, 2024 10:06 AM
To: Parth Sonawane <Parth.Sonawane@gep.com>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>
Subject: Re: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

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Thank you

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Parth Sonawane <Parth.Sonawane@gep.com>
Sent: Wednesday, February 7, 2024 3:04 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>
Subject: RE: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [VSIT], Navi Mumbai

Hi Dinesh,

PFA the Mettl Test Link.

https://tests.mettl.com/authenticateKey/6nd2k03lkw

Scheduled time- 10th February, 6 pm to 7 pm.

Thanks & Regards,

Parth Sonawane
Associate - Talent Acquisition
(M): +91 9867845209
www.gep.com



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, February 5, 2024 9:28 AM
To: Parth Sonawane <Parth.Sonawane@gep.com>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>
Subject: Re: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [PCACS], Navi Mumbai

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HI Parth,
Please find attached file with details of applicants.
Kindly let me know further process.

Regards,

Dinesh Sukumaran
Head Training and Placement
VSIT | Vidyalankar School of Information Technology
Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, February 2, 2024 8:39 AM
To: Parth Sonawane <Parth.Sonawane@gep.com>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>
Subject: Re: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [PCACS], Navi Mumbai

Hi Parth,
Reference to your mail, to have online assessment for a 1hr test on 12th Feb is possible. I will let you know the convenience for its scheduling and also share the details of applicants.by Monday morning 5th Feb.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
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From: Parth Sonawane <Parth.Sonawane@gep.com>
Sent: Thursday, February 1, 2024 5:28 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>; Romita Banerjee <Romita.Banerjee@gep.com>
Subject: RE: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [PCACS], Navi Mumbai

Hi Dinesh,

We can go ahead with 13*th* Feb for the drive. But before scheduling the drive we have a process of Aptitude Test. The students will have to complete a mandatory online aptitude assessment. Once, that is cleared, the shortlisted candidates we can move ahead with the drive. Please confirm if the students can give a 1hr test on 12th Feb.

Please do share your contact details and the applicant list.
In case of any doubts, feel free to connect- 9867845209

Thanks & Regards,

GEP

Parth Sonawane
Associate - Talent Acquisition
(M): +91 9867845209
www.gep.com



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, February 1, 2024 1:44 PM
To: Parth Sonawane <Parth.Sonawane@gep.com>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>
Subject: Re: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [PCACS], Navi Mumbai

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Hello! Parth,
Thank you so much for sharing the hiring proposal.
Indeed a matter of happiness, though you approached us.
I am going to share this proposal among our students and will share their names soon.

FYI please, very soon our students will appear for the mid-term exams from 5th to 12th Feb. I suggest to plan the selection drive after 12th Feb(after mid-term exams). We can host the drive on 13th Feb surely.

Kindly reply

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Parth Sonawane <Parth.Sonawane@gep.com>
Sent: Thursday, February 1, 2024 1:34 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kavitha Mohan <kavitha.mohan@vsit.edu.in>
Subject: GEP Worldwide - Process Associate -Vidyalankar School of Information Technology - [PCACS], Navi Mumbai

Hi Dinesh,

I am a part of the hiring team of GEP, India and we are exploring collaborations with the institute for our lateral team. Wanted to know if your institute can support us in our endeavor and if yes.

- What's the background of the student?
- Batch Size
- Salary Expectations
- Brochure, if any

- Will you also be able to connect with the Alumni batch for placement?

Please find below the profile we would like to hire for:

Designation	Process Associate
Location	Airoli, Navi Mumbai
Timings	6:00 PM to 3:00 AM or 8:00 pm to 5:00 AM/As Per Client's Geography
Working days	Monday to Friday (5 days)
Qualification	Commerce Graduates (BCOM, BMS, BBA, BAF) (BA, MCOM)
Work Experience	0-1 years
Criteria	Throughout 60% (SSC, HSC/Diploma, Degree), CGPA 6.5 and above
CTC	CTC INR 225000 p.a.
	(Fixed INR 215000 p.a. + Variable INR 10000 p.a.)
Process	Online Aptitude Test + Email Writing + Case Study >> Preliminary Interview >> Functional Interview >> HR Interview

Request you to kindly share the eligible list of students in an Excel sheet by **5st Feb**'24 in the following format:
Full Name, Email Address, Contact Number, Alternate Number, 10th grades, 12th grades, Graduation, CGPA till current semester, Specialization, fresher/experienced, no. of yrs. of experience, designation, permanent city of residence

About GEP:
GEP delivers transformative supply chain solutions that help global enterprises become more agile and resilient, operate more efficiently and effectively, gain competitive advantage, boost profitability and increase shareholder value. Fresh thinking, innovative products, unrivalled domain expertise, smart, passionate people — this is how GEP SOFTWARETM, GEP STRATEGYTM and GEP MANAGED SERVICESTM together deliver supply chain solutions of unprecedented scale, power and effectiveness. Our customers are the world's best companies, including hundreds of Fortune 500 and Global 2000 industry leaders who rely on GEP to meet ambitious strategic, financial and operational goals.

A leader in multiple Gartner Magic Quadrants, GEP's cloud-native software and digital business platforms consistently win awards and recognition from industry analysts, research firms and media outlets, including Gartner, Forrester, IDC and Spend Matters. GEP is also regularly ranked a top supply chain consulting and strategy firm, and a leading managed services provider by ALM, Everest Group, NelsonHall, IDC, ISG and HfS, among others. Headquartered in Clark, New Jersey, GEP has 27 offices and operations centres across Europe, Asia, Africa and the Americas.
To learn more, visit www.gep.com.

Awaiting for your kind response.

Thanks & Regards,

Parth Sonawane
Associate - Talent Acquisition
(M): +91 9867845209
www.gep.com



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Fw: The confirmation email for the profile of Junior Accounting Professional.

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Wed 3/20/2024 1:54 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>
FYI and updation

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Charu Joshi <hr@vsinghi.com>
Sent: Wednesday, March 20, 2024 1:45 PM
To: moremadhura30@gmail.com <moremadhura30@gmail.com>
Cc: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; sundeep@vsinghi.com <sundeep@vsinghi.com>; bhupesh.jain@vsinghi.com <bhupesh.jain@vsinghi.com>
Subject: The confirmation email for the profile of Junior Accounting Professional.

Dear Madhura,

Congratulations!

We at **V. Singhi & Associates** are delighted to offer you the full-time position of **Junior Accounting Professional** with an **anticipated start date is 13th May 2024**. You are requested to submit your documents within 3 days of your joining.

Working hours are from 10.30 AM to 7.00 PM from Monday to Saturday, and every 2nd Saturday there will be off. The starting salary for this position is **1,44,000 lakh per annum**, Salary will be credited through banking channels only every month.
Your employment is on a full-time, basis. This letter is not a contract indicating employment terms or duration.
Please confirm your acceptance of this offer by signing and returning this letter by **21st March 2024**.

Please provide the following list of documents within 3 days of joining.

1. PAN card,
2. Aadhar Card,
3. Reliving/Experience letter of the previous organisations. (Not eligible for Freshers)
4. Appointment Letter/Confirmation letter of the previous organisations. (Not eligible for Freshers)
5. Two Passport size photographs.
6. Educational Certificates.

Regards,
Ms. Joshi
+91 84880 60138
V. Singhi & Associates
61, 6th Floor, Sakhar Bhavan,
Plot No. 230, Nariman Point
Mumbai- 400 021
Bengaluru | Delhi | Guwahati | Hyderabad | Jaipur | Kolkata | Mumbai | Ranchi | Surat
Website: http://www.vsinghi.in

Fwd: TCS Documentation mail

Vaishnavi saralkar <saralkarvaishnavi@gmail.com>
Tue 3/12/2024 9:48 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

---------- Forwarded message ---------
From: **Vaishnavi saralkar** <saralkarvaishnavi@gmail.com>
Date: Sun, 10 Mar, 2024, 2:19 pm
Subject: Re: TCS Documentation mail
To: Anubhab Chatterjee <anubhab.chatterjee@tcs.com>

I accept the offer.

On Sun, 10 Mar, 2024, 11:56 am Anubhab Chatterjee, <anubhab.chatterjee@tcs.com> wrote:

> TCS Confidential
>
> Dear Candidate,
>
> Documents required from your end to anubhab.chatterjee@tcs.com :(Share separate and individual PDF's by 12 Dec,2023 by 2:00 PM)
>
> **DOCUMENTATION CHECKLIST**
>
> 1. **TCS Application Form**
>
> https://nextstep.tcs.com/campus/#/
>
> 2. **ID PROOF:**
>   a. Pan card (mandatory) / Passport
>
> 3. **ADDRESS PROOF** (As per address mentioned in the application form) :
>   a. Aadhar Card (mandatory)
>   b. Passport
>   c. Utility bills (electricity bills / water bills, etc.)
>   d. Rent Agreement
>
> 4. **EXPECTATION CHECKLIST**

5. **EDUCATION DOCUMENTS:**
    a. 10th marksheet
    b. 12th marksheet
    c. All semester marksheets of Highest full time Qualification / Consolidated marksheet
    d. Passing Certificate /Provisional Certificate / Degree Certificate
    e. **Freshers** – All semester mark sheets, online marksheets are considered only for final year and candidate to submit the required copy within 90 days.

Please mention your DT reference ID & Name in the subject of the email.

Regards,

Anubhab Chatterjee

Corporate TAG

Tata Consultancy Services

Mailto: anubhab.chatterjee@tcs.com

Website: http://www.tcs.com

=====----======----=====
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

Withdrawal of Offer
If you fail to accept the offer from **TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer will stand automatically terminated at the sole discretion of **TCSL** .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

Private and Confidential
TCSL/DT20234229558

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Corporate Identification No. (CIN): L22210MH1995PLC084781

acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **Working in SBWS Framework:**
Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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Your original documents will be returned to you after verification.

14. **Initial Learning Programme (ILP)**
On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. **Letter of Appointment**
Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. **Personal Data Processing:**
Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. **Terms and conditions:**
The above terms and conditions of traineeship are specific to your traineeship period in India.

18. **Rules and Regulations of the Company:**
Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. **Compliance to all clauses:**
You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. **Use of third party material**
Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. **Security policies and Guidelines.**
6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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TATA

Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. **Associate's Obligations**
Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. **Intellectual Property Rights**
Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234229558/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. **Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. **No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. **Equitable Rights**
Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. **General**
(a)The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b)In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c)If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d)This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized

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TATA

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

   Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

   Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

   If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

   * Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. **Process Specific Stipend:**
   Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
   Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

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(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. **TATA Code of Conduct:**
You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL** .

10. **Notice Period:**
You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. **Medical Test:**
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. **Background Check:**
Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. **Submission of Documents:**
At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

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It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3300 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021

Fw: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sat 4/13/2024 10:31 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Pls update PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Sent: Saturday, April 13, 2024 10:28 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: RE: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Dear Dinesh,

We have selected the following students. Initial process of offer has also started.

Chandrakant Jinna
Sai Samjiskar
Kartik Manoharan
Suresh Thik

Anisha Hingu
Regional HR - HR Distribution

Star Union Dai-ichi Life Insurance
A joint venture of Bank of India | Union Bank of India | Dai-ichi Life

T: M: 9870094288
E: Anisha.Hingu@sudlife.in W: www.sudlife.in

Office No 205, on 2nd floor, Rustomjee Central Park, Andheri Kurla Road, Andheri East, Mumbai -400093



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, April 13, 2024 10:16 AM

To: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: Re: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

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Hi Anisha,
please update on final selection.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, March 14, 2024 12:37 PM
To: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: Re: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Thanks Anisha,
I got it

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
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From: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Sent: Thursday, March 14, 2024 12:32 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: RE: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Dear Dinesh,

Done. I have already shared address of Andheri Office.

Anisha Hingu
Regional HR - HR Distribution

Star Union Dai-ichi Life Insurance
A joint venture of Bank of India | Union Bank of India | Dai-ichi Life

T: M: 9870094288
E: Anisha.Hingu@sudlife.in W: www.sudlife.in

Office No 205, on 2nd floor, Rustomjee Central Park, Andheri Kurla Road, Andheri East, Mumbai -400093



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, March 14, 2024 12:23 PM
To: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: Re: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

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Hi Anisha,

Please find attached resume of 6 students who responded.
I can send them and other students on Saturday 16th March by 11pm to 1pm at your Andheri office.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, February 26, 2024 5:39 PM
To: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: Re: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Hi Anisha,
Thanks for confirming date. We reciprocate for hosting the selection drive as schedule.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Sent: Monday, February 26, 2024 3:56 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: RE: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Dear Dinesh,

As discussed please block 12th March , 10:30am.
First we will have a presentation which will include company profile, role & responsibility, CTC etc followed by Personal Interview.

Anisha Hingu
Regional HR - HR Distribution

Star Union Dai-ichi Life Insurance

T: M: 9870094288
E: Anisha.Hingu@sudlife.in W: www.sudlife.in

Office No 205, on 2nd floor, Rustomjee Central Park, Andheri Kurla Road, Andheri East, Mumbai -400093



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, February 19, 2024 6:22 PM
To: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: Re: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

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Dear Anisha,
Please find the details and resume of applicants.
kindly let me know the placement plan.

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, February 13, 2024 10:00 AM
To: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: Re: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Dear Anisha,
Thank you so much for sharing the proposal. I had shared this with our UG management, commerce and PG commerce students from current as well pass out batch. I will share the details by Saturday evening.

Regards
Dinesh

From: Anisha Rajiv Hingu <Anisha.Hingu@sudlife.in>
Sent: Monday, February 12, 2024 12:15 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Prerna Dhar Pant <Prerna.DharPant@sudlife.in>
Subject: Campus Recruitment' 24 - Star Union Dai-ichi Life Insurance Company

Dear Dinesh,

Greetings from Star Union Dai-ichi Life Insurance Company!
As discussed please refer appended details regarding our organization and opportunities available with us.
At Star Union Dai-ichi Life Insurance, we draw our parentage from Bank of India, Union Bank of India and Dai-ichi Life of Japan. Our growth over the years has come from the immense contributions of our cross cultural workforce who have helped shape our work ethics and service delivery in the Insurance business.
And as with any forward looking organization, our culture of inclusion and rewarding high performance is aimed at attracting and engaging people who are ambitious and enjoy working in an environment that stimulates and encourages growth.
We put our minds and hearts to whatever we do! Passion, Simplicity, Integrity, Ambition, Humility and Innovation are our 6 guiding principles.
We would like to partner with your esteemed institute and hire students. We at Star Union Dai-ichi believe in on-boarding young talent and grooming them into future leaders of the industry. Here, they will work with and learn from people who constantly strive to take themselves along with this company to the next level.

About us:

Star Union Dai-ichi Life Insurance Co. Ltd. (SUD Life) is a joint venture (JV) of **Bank of India, Union Bank of India** and **Dai-ichi Life**, a leading **life insurance company** of Japan.
Bank of India and Union Bank of India are leading Indian public sector banks and have a robust nationwide network.
Dai-ichi Life is the second largest life insurance company of Japan and is one of the top ten life insurers in the world. Dai-ichi Life was established in 1902 and is a recognized brand name across the globe. Dai-ichi Life is renowned for sound product knowledge, superior asset management skills, and strong operational capabilities to manage life insurance businesses globally.

SUD Life is committed to providing insurance products across various strata of society and geographies as per the needs of the customer. At SUD Life, the customer commands topmost priority.
The promoters of SUD Life have a long-term commitment towards their customers and stake holders and have earned the trust of 64 million customers. These strengths and values have been inherited by SUD Life, as we make our way to become the next rising star in the Indian life insurance business, promising exceptional value to all our stakeholders

Profile Description:

As discussed we have vacancies in our Bancassurance Vertical at Multiple locations in **Mumbai**

Position:

1. **Insurance Officer/Relationship Officer (Depends on Qualification)**
2. **Sr. Insurance Officer (Depends on Qualification/Experience)**

Compensation

The compensation-Cost To Company for PG students starts at CTC of Rs. 2.80l Lacs + Performance based Incentive + Other benefits (such as Group Term Life Insurance; Mediclaim facility (Including dependents / Group Term Life).

Objective

The primary position responsibility is to achieve the targeted revenue & profitability, by driving overall month on month sales v/s target in line with SUD Life's overall vision and philosophy.

Job Description / Job Profile / Key Responsibilities :-

Business Generation & Result Orientation

- Identifies business opportunities and generate leads through Bank Branches by actively participating in Bank Branch operations etc.
- Sells product by establishing contacts with the leads and developing relationships with the prospect; recommending solutions
- Maintains relationship with clients by providing support, information, and guidance; researching and recommending new opportunities.
- Identifies product improvements by remaining current on industry trends, market activities, and competitors
- Makes presentation to prospective clients with high energy level
- Plans and meets sales goals month on month
- Prepares report by collecting, analysing and summarizing information
- Maintains quality service by establishing and enforcing organization standards
- Maintains professional and technical knowledge by attending workshops facilitated by SUD Life

Persistency

- Ensure desired quality of business, need based selling & right product mix to achieve the required persistency standards

Stakeholder Management

- Maintain utmost levels of responsiveness to requirements from the Branch Manager/Unit Manager

Our people practices are competitive and aspire to reach the hearts and minds of our employees across career levels and geographies. We look forward to connect with you in person.
For Details kindly check:- ***http://www.sudlife.in*** Looking forward to hear from you.

It would be good if you could arrange a session with me for the students so that I could run them through the Power Point presentation and then we could do interview rounds for the interested ones.

I would take them through the company profile & job role for then to understand it better.

Please share the Interested Applicants details in the mentioned format by 20th Feb'24.

Anisha Hingu
Deputy manager - HR Distribution

Star Union Dai-ichi Life Insurance
A joint venture of Bank of India | Union Bank | Dai-ichi Life

T: M: 9870094288
E: Anisha.Hingu@sudlife.in W: www.sudlife.in

Office No 205, on 2nd floor, Rustomjee Central Park, Andheri Kurla Road, Andheri East, Mumbai -400093

We mean life!



Anisha Hingu
Regional HR - HR Distribution

Star Union Dai-ichi Life Insurance
A joint venture of Bank of India | Union Bank | Dai-ichi Life

T: M: 9870094288
E: Anisha.Hingu@sudlife.in W: www.sudlife.in

Office No 205, on 2nd floor, Rustomjee Central Park, Andheri Kurla Road, Andheri East, Mumbai -400093





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SAI ENTERPRISES

01-Oct-2022

To

Mr. Karan Dhanaji Jagdale
Room No. 208, Building No.T/39, Pratiksha Nagar,
Sion-Koliwada, Mumbai : 400 022. Maharashtra,
India

Dear **Karan,**

Thank you for meeting us to pursue an employment opportunity with Sai Enterprises

Further to the interviews you had with us, we are pleased to offer you the position of **Sales Assistant.**

1. Your place of posting shall be **Mumbai - Thane**

2. Your CTC is **Rs.2,10,000/-** per annum, detailed as in the annexure.

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

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

Probation

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

Group Health Insurance Cover (If Applicable)

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

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

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

Welcome to the Sai Enterprises

Yours sincerely,

JUST IN TIME
Leading Chain of Global Watch Brands

JIT/2023-24/161

Date: 23/03/2024

Ms. Pillai Kamal Wanshi Shekhar
Room No. 203, Rly No. 02, Mahatma Gandhi Nagar,
Opp. New SIES College, Sion (East)
Mumbai: 400022.

LETTER OF OFFER

This has reference to your application and subsequent personal discussion you had with us for the position of MIS Executive in our organization.

We are pleased to make an offer of appointment to you as under:

1. You will be designated as MIS Executive.

2. Your total Gross Salary Per month will be Rs.18000/- (Eighteen Thousand Only per month) as per mutually agreed terms and conditions.

3. You will be on Probation for a period of six months from the date of commencement of employment with us.

4. During the period of probation, the company reserves the right to terminate your services within one day without any notice and without salary. You are also at liberty to resign from services by giving the Company One months notice period.

5. This offer is issued to you on the understanding that you have furnished all the required relevant information and all the information by you is correct and complete.

6. As a part of the process, you are requested to submit the required documents as per the below list at the time of joining. In the meanwhile, you are requested to submit us a copy of your resignation letter and acceptance letter from you previous employer, and your previous employer pay slips.

a) Copy of PAN Card / Aadhar card.
b) Certificate true copies of your Educational/ professional/Qualification.
c) Experience Letter, Copy of reliving letter and resignation mail copy from previous employer.
d) 4 coloured's Pass port size photographs.

7. Your Date of Joining will be on or before 29th January 2024.

For Just In Time Trading Pvt. Ltd

JUST IN TIME TRADING PVT. LTD. MUMBAI

Authorized Signatory

Shruti singh: The confirmation email for the profile Junior Accountant Professional.

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Thu 5/2/2024 11:52 AM

To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

plz cross check and update

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Charu Joshi <hr@vsinghi.com>
Sent: Friday, April 5, 2024 8:00 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: FW: The confirmation email for the profile Junior Accountant Professional.

Hi Dinesh,

Please have a look at the confirmation email draft below for Shruti

Regards,
Ms. Joshi
+91 84880 60138
V. Singhi & Associates
61, 6th Floor, Sakhar Bhavan,
Plot No. 230, Nariman Point
Mumbai- 400 021
Bengaluru | Delhi | Guwahati | Hyderabad | Jaipur | Kolkata | Mumbai | Ranchi | Surat
Website: http://www.vsinghi.in

From: Charu Joshi <hr@vsinghi.com>
Sent: 05 April 2024 19:59
To: 'singhshruti1975@gmail.com' <singhshruti1975@gmail.com>
Cc: 'sundeep@vsinghi.com' <sundeep@vsinghi.com>; 'bhupesh.jain@vsinghi.com' <bhupesh.jain@vsinghi.com>
Subject: The confirmation email for the profile Junior Accountant Professional.

Dear Shruti,

Congratulations!

We at **V. Singhi & Associates** are delighted to offer you the full-time position of **Junior Accounting Professional** with an **anticipated start date is 13th May 2024**. You are requested to submit your documents within 3 days of your joining.

Working hours are from 10.30 AM to 7.00 PM from Monday to Saturday, and every 2nd Saturday there will be off. The starting salary for this position is **1,44,000 lakh per annum**, Salary will be credited through banking channels only every month.
Your employment is on a full-time, basis. This letter is not a contract indicating employment terms or duration.
Please confirm your acceptance of this offer by signing and returning this letter by **6th April 2024**.

Please provide the following list of documents within 3 days of joining.
1. PAN card,
2. Aadhar Card,
3. Reliving/Experience letter of the previous organisations. (Not eligible for Freshers)
4. Appointment Letter/Confirmation letter of the previous organisations. (Not eligible for Freshers)
5. Two Passport size photographs.
6. Educational Certificates

Regards,
Ms. Joshi
+91 84880 60138
V. Singhi & Associates
61, 6th Floor, Sakhar Bhavan,
Plot No. 230, Nariman Point
Mumbai- 400 021
Bengaluru | Delhi | Guwahati | Hyderabad | Jaipur | Kolkata | Mumbai | Ranchi | Surat
Website: http://www.vsinghi.in

Re: regarding list of select students; for bonafide certificate

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Mon 5/27/2024 4:35 PM

To:Aditee Sukhthankar <aditee.s@tcs.com>
Cc:Uttara Nair <uttara.nair@tcs.com>;Purvi Chauhan <purvi.chauhan@tcs.com>;Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Thank you

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Aditee Sukhthankar <aditee.s@tcs.com>
Sent: Monday, May 27, 2024 4:25 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Uttara Nair <uttara.nair@tcs.com>; Purvi Chauhan <purvi.chauhan@tcs.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: RE: regarding list of select students; for bonafide certificate

TCS Confidential

Dear Dinesh Sir,

As per our conversation please find below names of candidates who are selected and ready to join immediate subject to complete their document verification.

Candidate Name	College Name	Qualification	Specilisation
SAMEER Afzal KHAN	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
DRASHTI Hitendrabhai UDVADIA	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
SARITA Shivaji SURYAWANSHI	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
PIYUSH Sunil MANNA	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
MRUNALI Navneet KANSARA	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
PRAJAKTA Narayan PODETI	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
NANDHANA Muthiah NULL	Vidyalankar School Of Information Technology, Mumbai	Bachelor Of Commerce	Bachelor Of Commerce
AMOGH Anant LAD	Vidyalankar School Of Information Technology, Mumbai	Bachelor Of Accounting And Finance	Bachelor Of Accounting And F
APOORV Vikas PRIYADARSHI	Vidyalankar Institute Of Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
TASLIM Nasir KHAN	Vidyalankar Institute Of Technology, Mumbai	BACHELOR OF SCIENCE (B.Sc Degree)	BACHELOR OF SCIENCE ( )
Vishaldev Chandra prakash Chaurasiya	Vidaylankar school of information and technology	BAF	Accounting and finance
Shruti Sushil Nangare	Vidyalankar School of Information Technology	BAF	Bcom (Accounting and Finan
Shravani Rahul Salvi	Vidyalankar school of information and technology	BFM	Financial markets
Samruddhi Sandeep Nimbalkar	Vidyalankar School of Information Technology	BBI	Banking and Insurance
Saba Kausar Abdul Majeed Shaikh	Vidyalankar School of Information Technology	BFM	Bachelor's of Commerce Fina Markets
S.Ganesh	Vidyalankar institute of technology	BAF	Accounting and finance
Rafa Akil Shaikh	Vidyalankar school of information and technology	BFM	Financial markets
Parth Pramod Singh	Vidyalankar school of information and technology	BFM	Financial markets
Monisha Nakul Bhunia	Vidyalankar School of Information Technology	BFM	Bachelor's of Commerce in Fi Markets
Isha Pradeep Kamble	Vidyalankar School of Information and Technology	BAF	Accounting & Finance
Anushka Lagad	Vidyalankar school of information technology	BAF	Accounting and finance
Piyush Prashant Sahu	Vidyalankar School of Information technology	BAF	BAF
Shruti gangadhar kamble	Vidylankar school of information technology	BBI	Banking and insurance (comr
Shashikant Ravindra Yadav	Vidyalankar school of information technology	BAF	BAF
Neha Chintamani Mhaske	Vidyalankar school of information technology	BAF	Accounting and finance
Saloni Ashok Tandel	Vidyalankar School of information technology	BAF	Commerce

Shalaka Rajendra Pawar	Vidyalankar School of Information Technology	BAF	Accounting and Finance
Siddhi Sachin Talkar	Vidyalankar school of information technology	BAF	Accounting and finance
Ruksar Akram Shaikh	Vidyalankar school of information technology	BBI	Bachelor of banking and insu
Aishwarya Shrikrishna Mahadik	Vidyalankar School Of Information Technology	BFM	
Mohd Avaish Shahzaman khan	Vidyalankar school of information technology	BSC	

Let us know once students collect physical copy.

Regards,

Aditee Sukhthankar

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, May 27, 2024 3:55 PM
To: Aditee Sukhthankar <aditee.s@tcs.com>
Cc: Uttara Nair <uttara.nair@tcs.com>; Purvi Chauhan <purvi.chauhan@tcs.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: regarding list of select students; for bonafide certificate

External Email : Be cautious while opening any links or attachments.

Hi Aditee,
With regard to the select students from the recent off campus hiring of TCS BPS or TCS Smart hiring, kindly share with me names course stream, email id for those. This will help us to organise for their Bonafide certificate as the results of 6th semester are yet to be declared.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

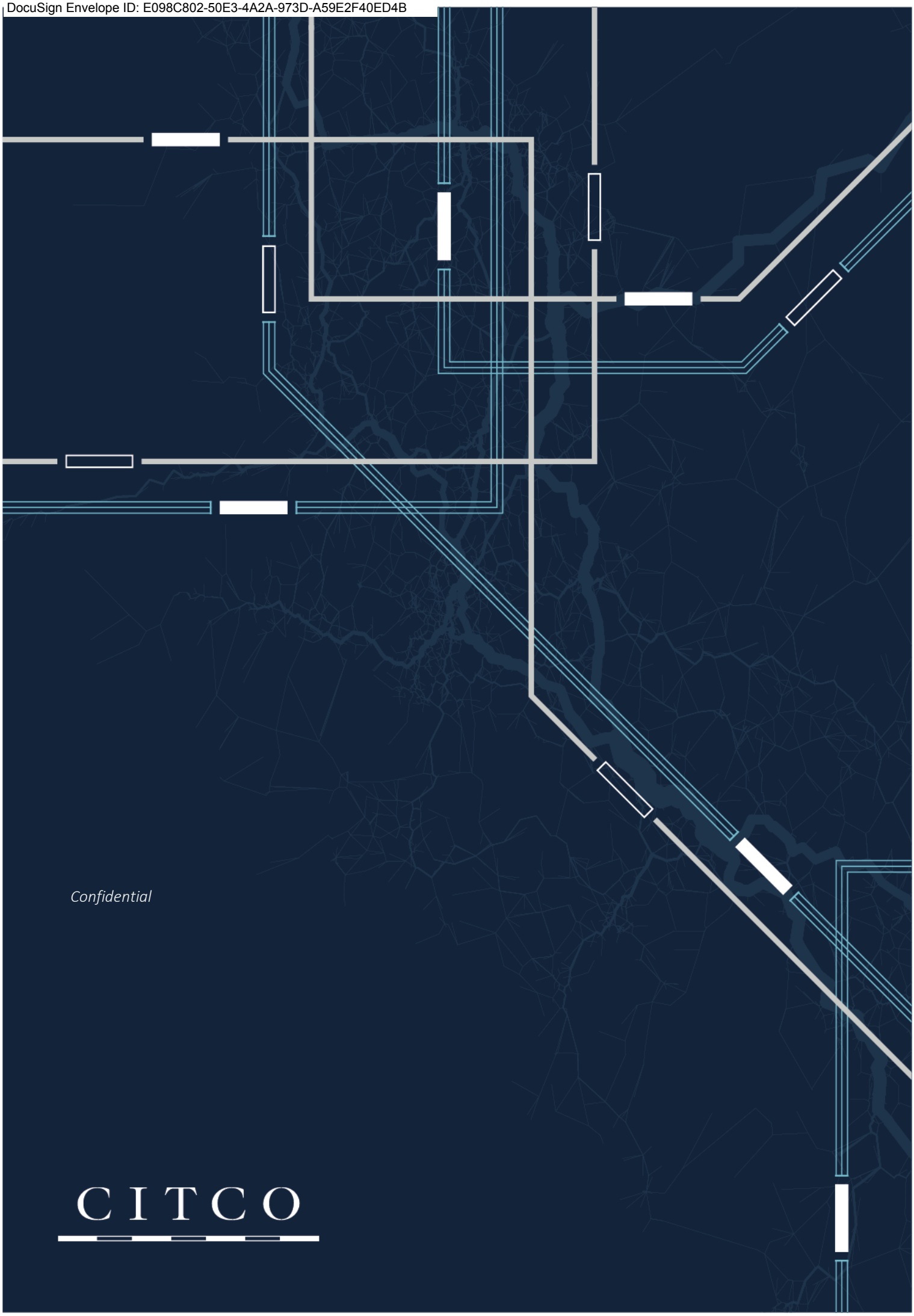
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April 08, 2024

Shubhankar Anant Kadvekar
51/A106 Shiv Sagar Appartment, Tilak Nagar Audumber CHS Ltd, Near Tilak Nagar Station, Tilak Nagar Chembur West Mumbai, Mumbai Suburban, Maharashtra 400089

Dear Shubhankar,

We are pleased to offer you employment with Citco Shared Services (India) Pvt Ltd on the terms and conditions set out in the enclosed employment agreement.

Your proposed date of joining the Company shall be April 29, 2024 unless otherwise agreed with and communicated by the Company in writing.

You will be employed by the Company as Operations Analyst in Middle Office Solutions business or in such other position as the Company may determine and notify to you from time to time.

Your grade as per the internal grading system will be Grade 9.

The terms and conditions of your employment with us as stated in this letter and appended agreement supersede any prior representations made either orally or in writing during any meetings with us.

We would like to take this opportunity to welcome you and wish you a long and successful career at Citco Group.

Please note that this offer of employment is subject to your successful completion of the conditions set out in Clause 1.3 of the Agreement. Failure to comply with the provisions; or failure to join on the Joining Date shall entitle the Company to immediately rescind this offer without any further obligation on behalf of the Company.

Thanking you,

Citco Shared Services (India) Pvt Ltd

DocuSigned by:
A8AC99128B7B46F...

Ashwin Mohanchandran

Authorised Signatory

DocuSigned by:
60EDAE6B3C464DE...

Mahesh Inamdar

Authorised Signatory

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EMPLOYMENT AGREEMENT

This Agreement is made and executed by and between Citco Group Services (India) LLP - a Company registered under the laws of India, with registered office at **2nd Floor, Tower 2, Phase 2, Raiaskaran Tech Park, Andheri Kurla Road, Sakinaka, Andheri (East), Mumbai 400072** referred to as the "Company" and **Shubhankar Anant Kadvekar** of legal age, and a resident of **51/A106 Shiv Sagar Appartment, Tilak Nagar Audumber CHS Ltd, Near Tilak Nagar Station, Tilak Nagar Chembur West Mumbai, Mumbai Suburban, Maharashtra 400089** hereinafter referred to as the "Employee".
Company and Employee shall hereinafter jointly be referred to as the "**Parties**" and severally as the "**Party**".

WHEREAS

A. The Company is engaged in the business, *inter alia*, of fund administration ("**Business**").

B. Based on the representations of the Employee, including, but not limited to, academic education, background and work experience, the Company desires to engage the Employee and the Employee desires employment with the Company upon the terms and conditions contained in this Agreement.

The general terms and conditions as laid out in the Employment Agreement and as laid out in the Company's India Employee Handbook ("**Employee Handbook**") together with the Company's Code of Conduct and all applicable regulations and policies of the Company as amended from time to time or notified as such by the Company, form the basis of your employment.

1. GENERAL TERMS AND CONDITIONS

1.1. **Place of Work**: The Employee will be initially based at the Company's office at **Mumbai.**

The Company may, at its sole discretion, second, depute, assign and/or transfer the Employee (or the Employee's employment) to any other office of the Company in India or overseas or to any Affiliate of the Company as it may deem appropriate. The Employee hereby consents to any such secondment, deputation, assignment and/or transfer by the Company. In such case, the Employee shall also be bound by any policy of such other office or Affiliate, in existence at the date of this Agreement or that may be subsequently framed by the Company or the Affiliate. The Employee may be required to make visits and travel both within India and overseas, as may be necessary for the proper discharge of his duties.

1.2. **Days and Hours of Work**: The Employee shall be assigned to report for work in any nine (9) hour work shift (inclusive of meal break of one hour) for 5 days a week. The applicable working days will be intimated by the Company. Your manager will advise you of any changes to your normal working hours due to any business exigencies.

1.3. **Background Checks**: The employment with the Company is conditional and subject to the complete submission of all pre-employment requirements by the employee as stipulated in Appendix A. Failure to meet the pre-employment conditions before the Joining Date, unless extended by the Company in its sole discretion, including successful passing of the background check, pre-employment medical exam if

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applicable shall be sufficient grounds to terminate this Agreement with immediate effect. The Company may also, in accordance with applicable laws, require you to undergo drug/alcohol/substance test, upon failure of which, the Company reserves the right to immediately terminate your employment. The Employee hereby consents to all background checks as may be deemed necessary by the Company. The Company reserves the right to use an outside agency to execute the same, in accordance with applicable laws.

The provision of this Clause, shall not be subject to the passage of time and the fact that either party has commenced performance of this contract (including the payment of wages) shall not be taken as a waiver of the above mentioned conditions and the Company reserves the right to terminate your employment forthwith if the above conditions remain unsatisfied despite good faith attempts by the Company to complete them.

1.4. Probation Period: The Employee will be on probation for a period of 3 (three) months from the Joining Date. The Company may, at its sole discretion, extend the Probation Period by issuing a written notice for such extension for such period, as the Company deems appropriate. Upon completion of the Probation Period, the Company will not be required to issue a separate letter confirming the Employee and the Employee shall be deemed confirmed in the absence of any written communication otherwise.

During the Probation Period, the Company may choose to terminate the Agreement, which termination would be effective after 1 (one) month from the date of the termination notice served to the Employee in this regard. Alternatively, the Company may terminate the Employee's employment with immediate effect, upon giving the Employee 1 (one) month's salary in lieu of notice or pro-rated salary for the balance notice period in case the Employee has been required to work during the notice period. The Employee may resign during the Probation Period, which resignation would be effective after 1 (one) month from the date of resignation; provided, the Company may, at its sole discretion, permit the Employee to leave service during the notice period without any salary in lieu or pro-rated salary for the balance notice period. However, where the Employee without the express written approval of the Company, fails to serve the entire notice period, the Company shall be entitled to recover from the Employee including by way of deduction from the full and final settlement, compensation for the unserved notice period

1.5. The Employee shall perform various duties and undertake various responsibilities in this respect, and devote their whole time and attention to the Business, to the best of their skills and abilities.

1.6. The Employee agrees, acknowledges and represents to the Company that:

1.6.1. (i) he/she has been provided with a copy of this Agreement for review prior to signing it; (ii) that he/she has reviewed the Agreement and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed the Agreement only after having had the opportunity to seek clarifications; (iv) he/she has been given a signed copy of this Agreement for his/her own records; (v) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; (vi) he/she has executed this Agreement of his/her own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; (vi) this Agreement is in all respects reasonable and necessary to protect the legitimate business interests

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of the Company; (vii) he/she has all requisite power and authority, and does not require the consent of any third party to enter into this Agreement and grant the rights provided herein; (viii) the execution, delivery, and performance of this Agreement by him/her does not and will not conflict with, breach, violate or cause a default under any agreement, contract or instrument to which he/she is a party or any judgment, order or decree to which he/she is subject; (ix) he/she is not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person; and (x) the services performed by him/her and all items and/or materials furnished by him/her in connection with or as a result of such services shall not infringe upon or violate the personal, civil or property rights, or the rights of privacy of, or constitute a libel, slander or unfair competition against or violate or infringe upon any common law right, copyright, trademark, trade name or patent or any other right of any person or entity;

1.6.2. he/she will not execute any instrument or grant or transfer any rights, titles and interests inconsistent with the terms and conditions of this Agreement; and

1.6.3. he/she is legally permitted to be employed in India.

1.7. Data Protection

1.7.1. The Company obtains and processes employee personal data, including sensitive personal data/information as defined under the applicable data protection laws (collectively the "personal data") for a variety of personnel administration and employee, work and general business management purposes in connection with your employment: for instance, to enable the Company to observe or provide you with your rights, benefits, and entitlements as an employee and other employment conditions agreed upon (such as determining and paying salary, pension, annual leave, and any contractual benefits, to the extent that any of these apply to you). The Company complies with all reasonable security practices and procedures prescribed under the applicable laws (as described in the Company data security policy) in all its dealing with employee personal data.

1.7.2. The Company may also, from time to time, disclose such personal data in connection with the above purposes to third parties that provide products or services to the Company (such as financial services providers who administer employee benefits schemes and information technology systems support providers).

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2. COMPENSATION AND BENEFITS

2.1. Employee will receive the remuneration as per the details set out below:

2.1.1. Total Fixed Pay (TFP): The Total Fixed Pay would be **INR 500,000.** The detailed break-up of the annual compensation offered to the Employee is outlined in Appendix B to this letter.

2.1.2. The Company's annual salary review normally takes place in the month of **January**. The date of such reviews is determined by the Company in its sole discretion. The review of salaries does not mean that that there is any entitlement to an increase in wages. The next salary review will be in January 2025.

2.1.3. The Employee may be paid a discretionary bonus of such amount (if any) as the Company shall determine from time to time at its absolute discretion (without obligation) subject to your performance standards and provided that your eligibility to be considered for a bonus is always conditional upon you remaining in the Company's employment and not having served or received notice of termination of employment on the date on or before which such bonus would become due for payment.

2.1.4. Annual Leave: The Employee will be entitled to annual leave in accordance with the Company policy.

2.1.5. Benefits: The Employee shall be entitled to benefits as determined by the Company in accordance with the Company policy.

2.1.6. The Company may withhold from any amounts payable under the Agreement such statutory deductions and withholding taxes as may be required in accordance with applicable legislation in force from time to time. Subject to existing laws, Employee consents to and acknowledges that the Company has the right to deduct from his pay any sums that Employee owes the Company, including but not restricted to any overpayments.

2.2. It is understood that the compensation details are personal and strictly confidential and employee agrees not to disclose his compensation details to anyone, internally or externally.

3. EVIDENCE OF RIGHT TO WORK, LICENCES, PERMISSIONS etc

This Contract is subject to the Employee obtaining and maintaining the necessary licenses, accreditations, certificates, work permit, visa, permission or registrations, ("**the Permissions**") that (a) the Employee is required to possess by any relevant professional or regulatory body or statute, rule or regulation in order to perform their duties under this contract or (b) the Company requires the Employee to possess. The Company reserves the right to terminate the employment immediately without any requirement to give compensation to the extent not prohibited by law, should the Employee fail to obtain and maintain any such Permissions.

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4. SEPARATION

4.1. Resignation by the Employee: *Post the completion of the Probation Period, upon the Employee intimating the Company, in writing, of his resignation from the employment of the Company, such resignation would come into effect only after the Employee completes serving his notice period of 3 (three) months. The Company may, at its sole discretion, permit the Employee to leave during the notice period without deducting any salary in lieu or pro-rated salary for the balance notice period. However, where the Employee without the express written approval of the Company, fails to serve the entire notice period, the Company shall be entitled to recover from the Employee including by way of deduction from the full and final settlement, compensation for the unserved notice period.* In relation to this clause, "**Termination Date**" means the date on which the notice period expires or the date on which the Employee is asked to discontinue service, whichever is earlier.

4.2. Termination by the Company without cause: Post the completion of the Probation Period, the Company may terminate this Agreement, with or without cause, upon written notice of termination to the Employee. The termination would be effective after 3 (three) months from the date of such notice (hereinafter referred to as the "**Notice Period**"). Alternatively, the Company may terminate the Agreement, upon giving the Employee 3 (three) months' salary in lieu of the Notice Period or pro-rated salary for the balance Notice Period in case the Employee has been permitted to work during the Notice Period. In relation to this clause, "**Termination Date**" means the date on which the Notice Period expires or the date on which the Employee is asked to discontinue service, whichever is earlier.

4.3. Termination by the Company for cause: Notwithstanding anything contained elsewhere in the Agreement and in addition to the causes provided in the applicable law, the following are sufficient causes for the Company to terminate the employment with immediate effect:

4.3.1. Failure to meet the performance target and expectations set by the Company or any other cases of unsatisfactory performance;

4.3.2. Employee's failure to comply with the terms of this Employment Agreement;

4.3.3. Employee's failure to comply with the Company's Code of Conduct and other applicable procedures, rules, regulations and policies of the Company;

4.3.4. fraudulent, dishonest or undisciplined conduct;

4.3.5. breach of integrity by Employee or lack of trust / confidence in Employee;

4.3.6. embezzlement, or misappropriation or misuse or causing damage to the Company's property;

4.3.7. Employee's insolvency or conviction for any offence involving moral turpitude;

4.3.8. irregularity in attendance, or his/her unauthorized or unapproved absence from the place of work

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for more than seven (7) consecutive working days,

4.3.9. the Employee conducting himself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients;

4.3.10. Gross, willful and persistent misconduct by the Employee involving the property, business or affairs of the Company or the carrying out of the Employee's duties.

4.3.11. Any other ground on which the Company would be entitled to terminate the Employee's employment without notice.

For termination of the Agreement by the Company pursuant to this Clause 4.3, "Termination Date" means the date of termination of employment.

4.4. After notice to terminate employment has been given by the Company or the Employee, the Company may in its absolute discretion, for all or any part of the notice period (the "Garden Leave Period"):

- relieve the Employee of any of their duties;
- assign the Employee reduced or alternative duties;
- prohibit contact and/or dealings between the Employee and clients, customers and/or such employees of the Company as the Company may in its absolute discretion determine; and/or
- exclude the Employee from any offices of the Company.

Such action shall not constitute a breach of this Contract of employment nor shall the Employee have any claim against the Company in respect of such action.

During the Garden Leave Period, the Employee shall, if required by the Company, remain readily contactable and available for work. If so requested, the Employee shall report for work at such time and place as the Company may require.

The Employee's obligations as an employee, including their duties of fidelity and confidentiality, will continue throughout the Garden Leave Period.

4.5. Termination upon Total Permanent Disability or Death of Employee: The Company shall have a right to terminate the Agreement upon Employee's total permanent disability or death. In relation to this Clause 4.5, "Termination Date" means the date of permanent disability or death.

4.6. Following termination of the Employment Agreement, the Employee shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. The Employee agrees that all property, including, without limitation, all equipment, tangible proprietary information documents, records, reports, note, contracts, lists, computer disk (and other computer-generated files and data), papers, drawings, notes, manuals, specifications, design, devices, codes, emails, documents, diskettes and any other information stored on any material /medium whether containing confidential information and intellectual property of the Company, or otherwise belonging to the Company, keys, access cards, credit

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cards, identification cards and copies thereof, created on any medium and furnished to, obtained by, or prepared by the Employee in the course of or incident to the employment, belongs to the Company and shall be returned promptly to the Company upon termination of the employment.

4.7. If, during the Employee's employment under this Agreement, the Employee becomes indebted to the Company for any reason, such as but not limited to unpaid credit or telephone card charges, misuse or misappropriation of the Company's assets or any other amounts that may be due to the Company, the Company may, if it so elects, set off any sum due to the Company from the Employee against the compensation payable to the Employee and collect any remaining balance from them.

4.8. If the employment of the Employee is terminated by reason of the liquidation of the Company for the purpose of reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganization of the Company or any other corporate action (including a transfer of establishment / unit / undertaking) and the Employee shall have been offered employment with the Company succeeding to the Company upon such event on terms no less favorable to the Employee than the terms in effect under this Agreement then the Employee shall have no legal or contractual claim against the Company by reason of the termination of the employment.

5. SUSPENSION

The Company reserves the right at any time during the employment to exclude the Employee from the premises of the Company and require them not to attend work and/or not to undertake any or all of their duties, with or without pay, in accordance with applicable law ("Suspension Period").

During the Suspension Period, the Employee shall remain readily contactable by the Company and, if so requested, the Employee shall report for work at such time and place as the Company may require. The Employee's obligations, including duties of fidelity and confidentiality will continue through the Suspension Period.

6. RETIREMENT

The Employee must provide the Company with proof of date of birth to be recorded with the Company and this date will be considered as authentic for all purposes throughout their service. The Employee will automatically retire from service on attaining the age of 60. Upon retirement, the Employee shall not be entitled to any additional compensation/benefit except as admissible under the statutes and/or as per the Company policy.

7. RESTRICTIVE COVENANTS

7.1. Employee agrees to communicate to the Company promptly and fully all discoveries, improvements, and inventions made or conceived by Employee (either solely or jointly with others) during his employment which are along the lines of the actual or anticipated business, work or inventions of the Company or which result from or are suggested by any work Employee may do for the Company; and such discoveries,

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improvements or inventions, whether or not they contain intellectual property rights capable of protection, shall be and at all times remain the sole and exclusive property of the Company. The Employee hereby irrevocably, absolutely and perpetually assigns to the Company worldwide rights in respect of all of the Employee's right, title, and interest, including IPRs, in respect of the Employee's Contribution, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term. To the extent any assignment of the Employee's Contribution cannot be made to the Company or its designees, at present, the Employee hereby irrevocably, absolutely and perpetually agrees to assign to Company or its designees, all of the Employee's right, title and interest including IPRs therein or any part thereof. For the purposes of this clause:

"Employee's Contribution" means intellectual property or parts thereof, conceived, developed, or otherwise made by Employee, alone or jointly with others and in any way relating to the Company's present or proposed products, programs or services or to tasks or projects assigned to Employee, or for the Company's clients during the course of Employee's employment with the Company, whether or not made during the Employee's regular working hours or whether or not made on the Company's premises.

"Intellectual Property Rights" or "IPRs" include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of intellectual property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in intellectual property and, (v) all extensions and renewals thereof (vi) causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

7.2. In the course of the employment, the Employee may be handling confidential and sensitive information. The Employee shall not disclose any confidential information to any other party unless authorized in writing to do so by the immediate superior, violation of which shall result in immediate termination from employment. All information related to the Company, its services and clients are presumed confidential and sensitive information.

7.3. The prohibition to disclose confidential and sensitive information shall apply even after the severance of employer-employee relationship, violation of which shall entitle the Company to liquidated damages in the amount of [*INR 300,000*] against the Employee. This amount may change as may be ascertained in court if found inequitable to either Party.

7.4. The Employee shall declare any issues or conflict of interest immediately upon his discovery of the existence of such conflicts. Failure to declare such circumstances, or the Company's discovery of the existence of such conflicts before the declaration, shall be sufficient ground for termination from employment.

7.5. The Employee agrees to devote all working hours to the Company and to refrain, during his/her

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employment with the Company, from working for another employer or engaging in other business, whether within or outside of his/her working hours, without the prior written consent of the Company.

7.6. Notwithstanding anything contained elsewhere in this Agreement, the Employee shall not: (a) canvass or solicit business from any person who was a client of the Company, unless that person is already an existing client of his/her new employer prior to the Employee's assumption of employment; OR (b) employ or attempt to employ or engage in any discussion or negotiation or assist in the employment of any person who was employed by the Company, at the date of the cessation of the Employee's employment or who was so employed at any time during the three (3) months preceding the Employee's employment with the Company.

8. LEGAL CONSTRUCTION

8.1. All notices, requests and other communications hereunder must be in writing and will be deemed to have been duly given only if delivered personally or mailed (first class postage prepaid) or by electronic mail to the Parties at the following addresses:

If to the Company:
Attention: Human Resources Department
Email: MyHR@Citco.com

If to the Employee:

Attention: Shubhankar Anant Kadvekar
Address: 51/A106 Shiv Sagar Appartment, Tilak Nagar Audumber CHS Ltd, Near Tilak Nagar Station, Tilak Nagar Chembur West Mumbai, Mumbai Suburban, Maharashtra 400089
Email: jr.kadvekar@gmail.com

All such notices, requests and other communications will if delivered personally or by mail to the address as provided in this Clause, or if delivered by electronic mail to the email address as provided in this Clause, be deemed given upon delivery. The Company and the Employee from time to time may change its address or other information for the purpose of notices to that Party by giving notice specifying such change to the other Party hereto.

8.2. This Agreement contains the entire agreement between the Parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Company and shall be amended or modified only by written instrument signed by both Parties hereto. In case of any conflict between this Agreement and any other document (including the Employee Handbook, policies, rules etc.), this Agreement shall prevail.

However, any subsequent variations by the Company to any terms, conditions, rules or regulations (including the terms set out in the Employee Handbook) will prevail and be applicable to the Employee.

8.3. This Agreement is personal in its nature and Employee shall not assign or transfer this Agreement or any rights, duties or obligations hereunder. The Employee acknowledges and agrees that the Company may

DocuSign Envelope ID: E098C802-50E3-4A2A-973D-A59E2F40ED4B

assign any of its rights under this Agreement to any person or entity.

8.4. The Employee represents and warrants that he will not execute any instrument or grant or transfer any rights, titles and interests inconsistent with the terms and conditions of this Agreement. The Employee further represents that such obligations and contractual arrangements that have a bearing on his employment with the Company have been disclosed to the Company.

8.5. Termination of this Agreement shall not affect the provisions set out in Clause 7 (*Restrictive Covenants*) and Clause 8.7 (*Governing Law and Jurisdiction*) of the Agreement.

8.6. If any of the terms and conditions stipulated in this Employment Agreement becomes or is held to be invalid, illegal or unenforceable in any respect under the law, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired.

8.7. Governing Law and Jurisdiction: This Agreement shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this Agreement. The Parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at Mumbai and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

Citco Shared Services (India) Pvt Ltd.

DocuSigned by:
A8AC99128B7B46F...

Ashwin Mohanchandran

Authorised Signatory

DocuSigned by:
60EDAE6B3C464DE...

Mahesh Inamdar

Authorised Signatory

Agreed and accepted:

DocuSigned by:
26633956CDAD465...

Shubhankar Anant Kadvekar

Date :April 23, 2024 | 9:08:22 AM CEST

DocuSign Envelope ID: E098C802-50E3-4A2A-973D-A59E2F40ED4B

CITCO

APPENDIX A

Pre employment checks would entail all of the below :

Documents to be submitted within 3 days of receipt of Offer Letter

- Background Verification Authorization Form
- Passport / PAN Card copy (In case you do not have PAN, apply immediately and provide copy of PAN on or before date of joining)
- Aadhar Card (In case you do not have Aadhar, apply immediately and provide copy of Aadhar on or before date of joining)
- Address proof
- Education Documents – Supporting degree certificates/mark sheets for relevant education stated in resume (for last highest educational qualifications)
- Employment Documents – Relieving Letter /Service certificate (on company letterhead) with employee id/number - last 5 years /upto last 3 employer documents

Please note only after you submit all these documents you will be on boarded, any delay in submitting your documents will impact your date of joining.

On the Date of Joining :

Documents to be submitted

- 2 passport size photos
- Relieving letter / service letter from the last employer/resignation acceptance/copy of full and final settlement
- Cancelled cheque - (To be considered for salary credit)
  a) Account should be active
  b) Name should be printed on the cancelled cheque

#TCS Documentation

1 message

Deepika Mane <deepikas.jadhav@tcs.com> Mon, 10 Jun 2024 at 10:32 am

TCS Confidential

Dear Candidate,

Congratulations !!

Documents required from your end: (Share separate and individual PDF's). Before Today 2Pm

DOCUMENTATION CHECKLIST

1. **TCS Application Form** (file size below 2 Mb)

   https://nextstep.tcs.com/campus/#/

2. **ID PROOF:** (file size below 2 Mb)
   a. Pan card (mandatory) / Passport

3. **ADDRESS PROOF** (As per address mentioned in the application form) : (file size below 2 Mb)
   a. Aadhar Card (mandatory)
   b. Passport
   c. Utility bills (electricity bills / water bills, etc.)
   d. Rent Agreement

4. **EXPECTATION CHECKLIST** (file size below 2 Mb)

5. **EDUCATION DOCUMENTS:** (file size below 2 Mb)
   a. 10^{th} marksheet
   b. 12^{th} marksheet
   c. All semester marksheets of Highest full time Qualification / Consolidated marksheet
   d. Passing Certificate /Provisional Certificate / Degree Certificate

Please mention your DT reference ID & Name in the subject of the email.

Regards,

Deepika Mane

HR- Corporate TAG

Tata Consultancy Services

Mailto: deepikas.jadhav@tcs.com

Website: http://www.tcs.com



=====-----=====-----=====
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Fwd: TCS BPS - Provisional Offer letter #Mumbai

Vaibhavi Hande <vaibhavihande28@gmail.com>
Mon 6/10/2024 2:53 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

1 attachments (2 MB)
image001.jpg;

---------- Forwarded message ---------
From: **Harsha P** <hv.p3@tcs.com>
Date: Fri, 31 May, 2024, 12:39 pm
Subject: TCS BPS - Provisional Offer letter #Mumbai
To:

TCS Confidential

Dear Candidate,

Greetings from TCS..!!Hope you are doing good..!!

Congratulations!!!

We are pleased to inform you that basis your performance in the interview process for BPS you have been selected. We have issued your Provisional offer letter in TCS next step portal.
Link of TCS NEXTSTEP PORTAL: https://nextstep.tcs.com/campus/#/.

PLEASE CHECK YOUR LOCATION IN PROVISIONAL OFFER LETTER, CHECK BELOW FOR YOUR REFERENCE:

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219345245/Mumbai/BPS/BTN
Date:31/05/2024

Kindly accept the Provisional offer letter within today 3 PM and let me know.

Note: All candidates should be flexible to work in rotational shifts including night shifts and flexible to work from the Office.

kindly action it immediately, incase if you are not interested kindly let us know through mail.

Thanks & Regards,
Harsha P
HR - Corporate TAG
Tata Consultancy Services
Mail to : hv.p3@tcs.com
Website: http://www.tcs.com



=====----------=====

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Fwd: Congratulations! You've Been Shortlisted for Junior Revenue Cycle Representative AR at IKS Health

Kavitha Mohan <kavitha.mohan@vsit.edu.in>
Fri 6/14/2024 2:03 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Get Outlook for Android

From: Purav Gohil <gohilpurav9@gmail.com>
Sent: Friday, June 14, 2024 2:02:15 PM
To: Kavitha Mohan <kavitha.mohan@vsit.edu.in>
Subject: Fwd: Congratulations! You've Been Shortlisted for Junior Revenue Cycle Representative AR at IKS Health

---------- Forwarded message ---------
From: **Pratiksha Jogade** <pratiksha.jogade@ikshealth.com>
Date: Fri, 14 Jun, 2024, 11:30
Subject: Congratulations! You've Been Shortlisted for Junior Revenue Cycle Representative AR at IKS Health
To: Purav Gohil <gohilpurav9@gmail.com>

Dear Purav Gohil,

We are pleased to inform you that you have been shortlisted for the role of Junior Revenue Cycle Representative AR at IKS Health. Your skills and experience align perfectly with what we're looking for, and we believe you will make a valuable addition to our team.

The location for this role is **Airoli, Navi Mumbai,** and we anticipate your start date to be on the **12th of June, 2024.**

To initiate the offer process, we kindly request that you share the following documents with us in PDF format. Please ensure to rename each document before sharing:

1. E-aadhar card
2. Pan Card
3. Updated CV
4. Degree certificate or All semester mark sheets with provisional certificate

If you have any questions or need further clarification, feel free to reach out to us. We are here to assist you every step of the way.

Best Regards,
Pratiksha Jogade
HR - Talent Acquisition
IKS Health
(M) +91 8291689250
www.ikshealth.com | pratiksha.jogade@ikshealth.com

Our Vision: *Healthier Consumers, Happier Providers, Thriving Organizations, Successful Healthcare for All.*

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Fwd: Documents Requested - Sports Operations Auditing Executive

karan nirmal <karannirmal483@gmail.com>

Sat 6/15/2024 12:56 PM

To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

---------- Forwarded message ---------
From: <ishani.zalte@yougov.com>
Date: Fri, 14 Jun, 2024, 10:26 am
Subject: Documents Requested - Sports Operations Auditing Executive
To: <karannirmal483@gmail.com>

Hi Karan,

Thank you for taking the time to interview with YouGov, the team enjoyed your conversation and looking forward to a positive purpose. We would like to request the following documents at the earliest in order to proceed.

Identity Proof

* Pan Card

* Aadhar Card

* Complete current address

Education Documents

* Copy of Degree Certificate

Employment documents

* Last 3 months Salary slips

* Latest Increment letter/CTC Breakup

Kind regards,

Ishani

Fwd: WNS Hiring || F&A Requirement || Vidyalankar School of Information Technology

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Tue 7/23/2024 10:44 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Cc:Kavitha Mohan <kavitha.mohan@vsit.edu.in>;Sindhu Krishnan <sindhu.krishnan@vsit.edu.in>
Plz update PI data accordingly

Get Outlook for Android

From: Jaya Manasa Peddinti <Jaya.ManasaPeddinti@wns.com>
Sent: Tuesday, July 23, 2024 4:21:51 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: RE: WNS Hiring || F&A Requirement || Vidyalankar School of Information Technology

Hi Mr.Dinesh,

As discussed with you, below 3 candidates have been selected after the interview process for the Accounts Payable/Accounts Receivable profile at Mumbai. However, Samruddhi has dropped out from joining.

S.No	Full Name	Email ID	Operational Contact No	Interview Status	Joining Status
1	Bhakti Govind Loke	bhaktiloke259@gmail.com	8657631099	Cleared	Onboarding in process
2	Santosha Shekhar Epuri	epurisantosha@gmail.com	8879081050	Cleared	Onboarding in process
3	Samruddhi Sagar Thombre	samruddhithombre072109@gmail.com	9324815148	Cleared	Drop Out

For onboarding purposes, the team would require the remaining 2 candidates to have all semester marksheets of B.Com available with them. Request you to please let us know by when the candidates will be receiving their final semester marksheet to avoid any further delays on their joinings.

Jaya Manasa Peddinti
Senior Executive - HR- WNS Global Services (P) Ltd | www.wns.com
10th floor of Block A2 & A3, DLF World Tech park DLF IT SEZ, SECTOR 30, NH8, SILOKHERA, Gurgaon,Haryana,
IP: | Direct: | Mobile: 9899045536 | Email:Jaya.ManasaPeddinti@wns.com



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Connect with WNS

Jaya Manasa Peddinti | TSC - Senior Executive
M +919899045536
thesmartcube.com

The Smart Cube
A WNS COMPANY

Important Note: We have migrated from @thesmartcube.com email domain to **@WNS.com** domain. Please use my current email address for future email correspondence and update your contact list.

From: Jaya Manasa Peddinti
Sent: Friday, July 5, 2024 6:35 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Rohan Kumar Sudan <Rohan.Sudan@wns.com>; Sagar Kapoor <Sagar.Kapoor@wns.com>
Subject: RE: WNS Hiring || F&A Requirement || Vidyalankar School of Information Technology

Hi Dinesh,

Please find below the test status for the below candidates. Only 3 candidates have cleared both the assessments. Please ask the remaining 8 candidates who have not attempted both the assessments to complete both test over the weekend.

Candidate Name	Email ID	Test 1 Status	Test 2 Status
Aanchal Maniram Halwai	maniramhalwai915@gmail.com	Cleared	Not Cleared
Archana Jaiswal	archanajaiswal1223@gmail.com	Not Attempted	Not Attempted
Bhakti Govind Loke	bhaktiloke259@gmail.com	Cleared	Cleared
Pal Aditya Ramesh	aadii17pal@gmail.com	Not Attempted	Not Attempted
Yash Vilas Chothe	yashchothe619@gmail.com	Not Attempted	Not Cleared
Rahimunnisa Shaikh	shaikhmuskaan1012@gmail.com	Not Attempted	Not Attempted

Aditi Gasti	aditigasti2002@gmail.com	Not Attempted	Not Attempted
Aditi Sudhir Kamtekar	aditikamtekar6@gmail.com	Not Attempted	Not Attempted
Gauri Rajesh Salvi	gauri.salvi@vsit.edu.in	Not Attempted	Not Attempted
Jefina Jagadish Nadar	jefinajefi9@gmail.com	Not Attempted	Cleared
Santosha Shekhar Epuri	epurisantosha@gmail.com	Cleared	Cleared
Shivam Singh	shivam9090rajpoot@gmail.com	Not Attempted	Not Attempted
Steffy Sidhu Pottal	steffypottal18@gmail.com	Not Attempted	Not Attempted
Suresh Thik	Sureshthikofficial@gmail.com	Not Cleared	Cleared
Sharvari Jitendra Shirke	shirkesharvari622@gmail.com	Not Attempted	Not Cleared
Samruddhi Sagar Thombre	samruddhithombre072109@gmail.com	Cleared	Cleared

Sharing the test links again with you:

Test 1: Step Below is the link for the 1st assessment. It is a 30mins test which can only be attempted from a camera enabled system.

- Test Link-**https://secure-web.cisco.com/1KDyuPilp02KntD9PQYUhIBTsO-y7RTi59UVTG-6GhvodfKaKz6Ggkr8AM8SbKJYXxQYRZxcTf6PBzHElZthAUIAA9B_5n9-OEvPJ5AFb9VI3-dRAbp8xaeLTg4j9K3ZEG0oRmMk9PwA3tsoXICzN61fnoTze7vlnQcoGhf1N0UEDSgTMSX9ahGv7HYny0L8E23-5HDM9nAHFWVEJhMAXctZn8PiuBUAP4iGMsVwRrU5-11gRVktMbRNzY4iKiyZ5Y4occp6VzvhWDMbx1aAU_oTc71dSgsd-47EQCe0No_cvP_brWHBc4EjPygJt9x-T/https%3A%2F%2Fcocubes.in%2Fwnsindia**

- Passkey –**922375**

- Registration ID – Contact number

- Time Duration- 30mins

Instructions for students attempting:

- No negative marking

- Please ensure that you are facing the camera and you attempt the test in a well-lit area.

- Test comprises of Psychometric & Cognitive Assessment.

Test 2: Below is the link and instructions for 2nd assessment (Domain test).

Links & Passkeys:

Link:https://secure-web.cisco.com/1YBS77_5p3Enf1gbAJO8TaaZNpdibEeckInUZh7MFxn5HjXgV0RMsetMCIIRPfarjYeCBeEUg-a993YKT-px1NPgjA52O1pWQB2OvjYZqaGGazLFlirsxFFmhtIPk_4Emc9_QsM_RBDbSEgKUArneqbpllsAXmpyZE8dzIIjqj8vTFN7j4nH8JKzA9MhE-tKMIhxodWS9GpXCNxS2TpYsj-XnOkT6tbbaeeHz-ZFzxuXeDDINSfCovABLcRNybIE6hSH_cqq0-oEvVOdFsdbnKi4Vy0JS0q1OZxYO_jaiuLKy7zif-41MbPDnIBTvRKfW/https%3A%2F%2Fcocubes.in%2Fwnsindia

Passkey :**384848**

INSTRUCTIONS:

1) Click on the given link, it will ask you for used ID and password.

2) User ID will be your email ID and password will be the 6 digit passkey as mentioned above.

3) Once logged in, it will ask for basic information like name , number etc. Fill in the relevant details.

4) In WNS registration, enter your phone number itself.

5) Once done, you can start the test.

6) You have to give access to your front camera as the test will be clicking your picture in every two mins to avoid any manipulation.

7) Each of the tests contains two sections, hence after one section , click on "proceed to next" and second section shall start.

8) All tests are time bound, hence please keep a tab on timer on the top corner.

Jaya Manasa Peddinti
Senior Executive - HR- WNS Global Services (P) Ltd | www.wns.com
10th floor of Block A2 & A3, DLF World Tech park DLF IT SEZ, SECTOR 30, NH8, SILOKHERA, Gurgaon,Haryana,
IP: | Direct: | Mobile: 9899045536 | Email:Jaya.ManasaPeddinti@wns.com



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Connect with WNS

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, July 4, 2024 2:03 PM
To: Jaya Manasa Peddinti <Jaya.ManasaPeddinti@wns.com>
Cc: Rohan Kumar Sudan <Rohan.Sudan@wns.com>; Sagar Kapoor <Sagar.Kapoor@wns.com>
Subject: Re: WNS Hiring || F&A Requirement || Vidyalankar School of Information Technology

External Email: This email has not originated from WNS. Do not click on attachment or links/URL unless sender is reliable. Malware/ Viruses can be easily transmitted via email and also lead to a Phishing compromise.

Thank you jaya...I will inform the students.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Jaya Manasa Peddinti <Jaya.ManasaPeddinti@wns.com>
Sent: Thursday, July 4, 2024 12:47 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Rohan Kumar Sudan <Rohan.Sudan@wns.com>; Sagar Kapoor <Sagar.Kapoor@wns.com>
Subject: RE: WNS Hiring || F&A Requirement || Vidyalankar School of Information Technology

Hi Dinesh,

Thanks for sharing these nominations, below are the steps that the nominated candidates will undergo till **12:00 PM Friday (5th July'24)**, post which the candidates who clear these assessments will be sitting for the interview.

Thank you for sharing the nominations.:

1. Test 1: Cocubes
2. Test 2: Domain (Basic Accounting)

Step 2: Step Below is the link for the 1st assessment. It is a 30mins test which can only be attempted from a camera enabled system.

- Test Link-**https://secure-web.cisco.com/1KDyuPilp02KntD9PQYUhIBTsO-y7RTi59UVTG-6GhvodfKaKz6Ggkr8AM8SbKJYXxQYRZxcTf6PBzHElZthAUlAA9B_5n9-OEvPJ5AFb9VI3-dRAbp8xaeLTg4j9K3ZEG0oRmMk9PwA3tsoXICzN61fnoTze7vlnQcoGhf1N0UEDSgTMSX9ahGv7HYny0L8E23-5HDM9nAHFWVEJhMAXctZn8PiuBUAP4iGMsVwRrU5-11gRVktMbRNzY4iKiyZ5Y4occp6VzvhWDMbx1aAU_oTc71dSgsd-47EQCe0No_cvP_brWHBc4EjPygJt9x-T/https%3A%2F%2Fcocubes.in%2Fwnsindia**

- Passkey –**922375**

- Registration ID – Contact number

- Time Duration- 30mins

Instructions for students attempting:

- No negative marking

- Please ensure that you are facing the camera and you attempt the test in a well-lit area.

- Test comprises of Psychometric & Cognitive Assessment.

Step 3: Below is the link and instructions for 2nd assessment (Domain test).

Links & Passkeys:

Link:https://secure-web.cisco.com/1YBS77_5p3Enf1gbAJO8TaaZNpdibEeckInUZh7MFxn5HjXgV0RMsetMCIIRPfarjYeCBeEUg-a993YKT-px1NPgjA52O1pWQB2OvjYZqaGGazLFlirsxFFmhtIPk_4Emc9_QsM_RBDbSEgKUArneqbpllsAXmpyZE8dzIIjqj8vTFN7j4nH8JKzA9MhE-tKMIhxodWS9GpXCNxS2TpYsj-XnOkT6tbbaeeHz-ZFzxuXeDDINSfCovABLcRNybIE6hSH_cqq0-oEvVOdFsdbnKi4Vy0JS0q1OZxYO_jaiuLKy7zif-41MbPDnIBTvRKfW/https%3A%2F%2Fcocubes.in%2Fwnsindia

Passkey :384848

INSTRUCTIONS:

1) Click on the given link, it will ask you for used ID and password.

2) User ID will be your email ID and password will be the 6 digit passkey as mentioned above.

3) Once logged in, it will ask for basic information like name , number etc. Fill in the relevant details.

4) In WNS registration, enter your phone number itself.

5) Once done, you can start the test.

6) You have to give access to your front camera as the test will be clicking your picture in every two mins to avoid any manipulation.

7) Each of the tests contains two sections, hence after one section , click on "proceed to next" and second section shall start.

8) All tests are time bound, hence please keep a tab on timer on the top corner.

Jaya Manasa Peddinti
Senior Executive - HR- WNS Global Services (P) Ltd | www.wns.com
10th floor of Block A2 & A3, DLF World Tech park DLF IT SEZ, SECTOR 30, NH8, SILOKHERA, Gurgaon,Haryana,
IP: | Direct: | Mobile: 9899045536 | Email:Jaya.ManasaPeddinti@wns.com



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Jaya Manasa Peddinti | TSC - Senior Executive
M +919899045536
thesmartcube.com

The Smart Cube
A WNS COMPANY

Important Note: We have migrated from @thesmartcube.com email domain to **@WNS.com** domain. Please use my current email address for future email correspondence and update your contact list.

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, July 4, 2024 8:59 AM
To: Jaya Manasa Peddinti <Jaya.ManasaPeddinti@wns.com>
Cc: Rohan Kumar Sudan <Rohan.Sudan@wns.com>; Sagar Kapoor <Sagar.Kapoor@wns.com>
Subject: Re: WNS Hiring || F&A Requirement || Vidyalankar School of Information Technology

External Email: This email has not originated from WNS. Do not click on attachment or links/URL unless sender is reliable. Malware/ Viruses can be easily transmitted via email and also lead to a Phishing compromise.

Hi Jaya,

Please find attached file with details and resume of applicant students.
Kindly keep me in loop for further process and any final selection.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Jaya Manasa Peddinti <Jaya.ManasaPeddinti@wns.com>
Sent: Tuesday, July 2, 2024 4:36 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Rohan Kumar Sudan <Rohan.Sudan@wns.com>; Sagar Kapoor <Sagar.Kapoor@wns.com>
Subject: WNS Hiring || F&A Requirement || Vidyalankar School of Information Technology

Hi Dinesh

As discussed with you, WNS Mumbai is looking to hire from **B.Com batch of 2024** with good knowledge of Accounting (Accounts Receivable/Accounts Payable) and excellent communication skills.

Request you to kindly share nominations in the attached excel format and get the interested candidates register on the below WNS link using the same email ID as shared in the excel by **Wednesday, 03 July 2024 – 4:00 PM.**

Kindly also confirm when the final semester results will be declared for the 2024 batch.

WNS Registration link: https://secure-web.cisco.com/1FBmMGcUlsiS4B1ZqM5JOB7eNuB5hapM2TUFeK7FH8Vqf1jWu0iVlHWXIQr6L1-Gz5vQfkeF4aI4p5l_zCT255mfh85CU3r5NN3Rck4QYYPsLZz9jT6y57s68jawrSVbSZmymCx3ZLD_2S3eln0xivOJZtJXaxXRUOkuZ7HkkDzVjXvwbdbgjVePecNbRjQ2AoyJywGE-6vSG9jx2cNJ0BUIakKoV9q3x9gezX3GLg2x6mihyr8pYzoreYDO8UUwq95BuhQQmxODPm2opoHNEKcIOgrkpo9ruIStspAjUKsQjto-23ncg9-cEasTeO9au/https%3A%2F%2Fsmrtr.io%2FjmTBs

-

Note – Candidate needs to select '**Source'** as '**Campus/University'** while registering.

Important Information:

- **Designation:** Associate (Accounts Receivable/Payable)
- **Joining Location:** Mumbai (Vikhroli Office)
- **Shift Range –** Students to be Flexible to work in different shifts including night shifts. (Transport will be provided for night shifts for address falling within transport boundaries as per WNS policy)
- **WFO/ WFH** – Work From Office
- **Joining Period:** Immediate.

Salary:

- **Annual CTC:** INR 2,50,000 + variables

Best Regards,

Jaya Manasa Peddinti
Senior Executive - HR- WNS Global Services (P) Ltd | www.wns.com

10th floor of Block A2 & A3, DLF World Tech park DLF IT SEZ, SECTOR 30, NH8, SILOKHERA, Gurgaon,Haryana,

IP: | Direct: | Mobile: 9899045536 | Email:Jaya.ManasaPeddinti@wns.com



ONE WNS ONE GOAL OUTPERFORM

Connect with WNS

Jaya Manasa Peddinti | TSC - Senior Executive
M +919899045536
thesmartcube.com

Important Note: We have migrated from @thesmartcube.com email domain to **@WNS.com** domain. Please use my current email address for future email correspondence and update your contact list.

DISCLAIMER:
This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

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This message is intended only for the ordinary use by the person to whom it is addressed and may contain information that is confidential and privileged under applicable laws, or otherwise protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

TAG BPS Expectation Check Document V1.5

Instructions

- **Please read the statements given below carefully before selecting either 'Yes' or 'No' against each statement (use √/ mark)**
- **Sign off at the bottom of the document in the space provided.**
- **In case you change your decision please signoff against any overwriting**

SINO	STATEMENTS	Yes	No
1	I know that the company **works 7 days a week, 24 hours a day** and agree that I will be required to work such other hours as may be reasonably required to complete my business duties	☐	☐
2	I know and agree that I will be required to work in shifts (including night shifts). I also know that company doesn't entertain request for change in shift timings	☐	☐
3	I know that company provides transportation as per the company transport policy. Transport boundary applicable for my joining location has been communicated to me by my recruiter	☐	☐
4	I know and agree that I will work 5/6 days a week (depending on my project allocation) and my weekly holidays may or may not necessarily fall on Saturday or Sunday.	☐	☐
5	I know that salary offered varies depending upon skill sets & relevant past experience	☐	☐
6	I know that TCS has many processes/clients and agree that based on the company requirement and my performance I can be transferred to any other process, where I may have to undergo a salary change (both assured and variable)	☐	☐
7	I know that my salary will not be credited without PAN Card, address and bank details being updated on Ultimatix	☐	☐
8	I know that I have 9.45 hours of shift including 45 min break.	☐	☐
9	I know that TCS has a payroll freeze between 5th and 10th of every month. So anyone joining post the payroll freeze in that month will have their salaries processed in the next payroll cycle.	☐	☐
10	My experience would be treated as relevant by TCS if • It is in the same career stream or function for which I have applied to TCS • Is relevant to my current or future role in TCS	☐	☐
11	I know that the appointment given to me on the basis of my educational background will be terminated/ revoked, if the educational institution found to be not recognized by UGC.	☐	☐
12	I understand that I would be required to work from office premises as and when needed by the business.	☐	☐

I confirm that I have read and understood above contents and my responses are as checked (√) in above boxes.

Candidate Name: _____

Candidate Signature: _____ Date: _____

TCS Internal

Offer: BUSINESS PROCESS SERVICES Ref: TCSL/DT20245168963/Mumbai/BPS/BTN Date: 01/08/2024

Mr. Piyush Prashant Sahu

D/11 Rawji Sojpal Compound Sakharam Lanjekar Marg , nerul, Mumbai-400015
Sakharam Lanjekar
Near Bhusa Udyog
Mumbai-400015
Maharashtra
Tel# 91-9173874496

Dear Mr. Piyush Prashant Sahu,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **14,160/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

Your appointment is subject to completion of your course within stipulated time and scoring minimum aggregate marks as per TCS Selection Guidelines, as most specifically stated in the Offer of Employment.

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Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
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Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites** Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

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It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:** During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion. It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company. If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof. If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you. **Hours of Training:** You may be required to undergo training in shifts and / or in extended training hours as permitted by law. **Leave:** You will be entitled for leaves as per the company's policy. **Transport:** TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy. **Alternative Occupation / Traineeship:** During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company. **Confidentiality, Data and Intellectual Property Protection:** As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms,
3. which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2 **TATA Code of Conduct:** You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL** .
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9. **Notice Period:** You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to submit a Medical Certificate of Fitness (in the format prescribed by **TCSL**), issued by a registered medical practitioner having a minimum qualification of MBBS, to the Induction coordinator.

11.Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12.Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

13.Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you. As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14.Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

15.Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations. It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time. For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services. As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter. In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16.Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

17.Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18.Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

Withdrawal of Offer If you fail to accept the offer from **TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer will stand automatically terminated at the sole discretion of **TCSL** . We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1
For the candidate to complete:
This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20245168963/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:
Signature:
Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. **Confidential Information** "Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following: (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software, (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS) (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed, (d) Customer and prospective customer lists, and (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate. **Associate's Obligations** Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control. **Intellectual Property Rights** Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property
2. rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

3.

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights. **Prior knowledge** Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such

4. Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential. **Use of third party material** Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS; a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having

5. proper authorisation or license or approval of the respective owner of such intellectual property rights. b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless; i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity. c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity **Security policies and Guidelines.** 6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not. 6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

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acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will: (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time; (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information; (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach"); (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent; (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation; (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication. 6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. **Restriction on Associate's Rights** Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS. **No License** TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information. **Equitable Rights**
8. Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat
9.

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thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a)The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India. (b)In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India. (c)If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid. (d)This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof. (e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties. (f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .
I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Sriveni Podeti
455, Grd-Floor
Janata Colony
Worli Village
-400030
INDIA

January 10,2024

Dear Sriveni Podeti

Welcome to IKS Health!

Sub: Letter Of Intent (LOI)

With reference to your application, subsequent interview and discussions you had with Inventurus Knowledge Solutions Limited ("Company" / "IKS" / "We"), we are pleased to inform that you have been provisionally selected for the position of **Junior Revenue Cycle Representative** and your joining will be on a mutually agreed date after you have received the passing certificate of your final exams.

On joining, your annual remuneration will be INR **300000** /- (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, applicable allowances perquisites, statutory stipulated benefits, and all retirement benefits as per Company's policy applicable as on the foregoing date and amended thereafter from time to time.

You may be required to work in the night shift or any other shift as deemed fit by the Company.

An offer letter will be issued to you 15 days prior to your date of joining the Company.

This LOI is valid subject to you clearing your graduation and submitting the appropriate document(s) substantiating the foregoing.

This LOl cannot be used to solicit other offers and the same will stand withdrawn by Company with immediate effect and be deemed null and void if so used, and such act will be considered as a breach of trust on your part towards the Company.

Please note that this LOI should not be construed as an Offer Letter. Company retains its right to withdraw the LOI or make amendments to it as its own discretion and the same will be communicated to you in writing.

We wish you all the best.

Thanking you,
For Inventurus Knowledge Solutions Ltd.
HR Team

I have read & understood all the terms mentioned above and accept the same.

Signature

Date

Sriveni Podeti

Annexure I

Please note that you are required to carry the following original documents along with two (2) attested photocopies of the same, on the day of joining:

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Aggregate Score should be 60% or more)
2	Address Proof (Any one of the following)	Latest Month Electricity Bill Latest Month Landline Bill Rental Agreement of Address provided Ration Card Aadhar Card Passport Copy
3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Aditya Mangesh Shelar
Room No B/4
Joglekar Wadi
Sion East
Mumbai-400022
Maharashtra
INDIA

January 12,2024

Dear Aditya Mangesh Shelar

Welcome to IKS Health!

Sub: Letter Of Intent (LOI)

With reference to your application, subsequent interview and discussions you had with Inventurus Knowledge Solutions Limited ("Company" / "IKS" / "We"), we are pleased to inform that you have been provisionally selected for the position of **Junior Revenue Cycle Representative** and your joining will be on a mutually agreed date after you have received the passing certificate of your final exams.

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Please note that this LOI should not be construed as an Offer Letter. Company retains its right to withdraw the LOI or make amendments to it as its own discretion and the same will be communicated to you in writing.

We wish you all the best.

Thanking you,
For Inventurus Knowledge Solutions Ltd.
HR Team

I have read & understood all the terms mentioned above and accept the same.

Signature

Date

Aditya Mangesh Shelar

Annexure I

Please note that you are required to carry the following original documents along with two (2) attested photocopies of the same, on the day of joining:

Sr. No	Particulars	Documents
1	Education Certificates (Any one of the following)	SSC (Score should be more than 60%) HSC (Score should be more than 60%) Graduation (Aggregate Score should be 60% or more)
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3	Photo ID Proof (Any one of the following)	Pan Card Passport Copy Aadhar Card
4	Photographs	4 Copies
5	Name Change (If Applicable)	Marriage Certificate or any other relevant documents

Fw: regarding list of select students; for bonafide certificate

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Mon 6/3/2024 12:10 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

2 attachments (26 KB)
VSIT.xlsx; Bonafide Certificate Format 1 (1).docx;

Please update PI datra

From: Aditee Sukhthankar <aditee.s@tcs.com>
Sent: Monday, June 3, 2024 11:45 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Uttara Nair <uttara.nair@tcs.com>
Subject: RE: regarding list of select students; for bonafide certificate

TCS Confidential

Dear Dinesh Sir,

Please find attached file for your reference for Provision Marksheet & Bonified certificate. Also, for your I have attached Bonified letter format for the same..

Regards,

Aditee Sukhthankar

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, May 27, 2024 4:35 PM
To: Aditee Sukhthankar <aditee.s@tcs.com>
Cc: Uttara Nair <uttara.nair@tcs.com>; Purvi Chauhan <purvi.chauhan@tcs.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: Re: regarding list of select students; for bonafide certificate

External Email : Be cautious while opening any links or attachments.

Thank you

From: Aditee Sukhthankar <aditee.s@tcs.com>
Sent: Monday, May 27, 2024 4:25 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Uttara Nair <uttara.nair@tcs.com>; Purvi Chauhan <purvi.chauhan@tcs.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: RE: regarding list of select students; for bonafide certificate

TCS Confidential

Dear Dinesh Sir,

As per our conversation please find below names of candidates who are selected and ready to join immediate subject to complete their document verification.

Candidate Name	College Name	Qualification	Specilisation
SAMEER Afzal KHAN	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
DRASHTI Hitendrabhai UDVADIA	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
SARITA Shivaji SURYAWANSHI	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE

PIYUSH Sunil MANNA	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
MRUNALI Navneet KANSARA	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
PRAJAKTA Narayan PODETI	Vidyalankar School Of Information Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
NANDHANA Muthiah NULL	Vidyalankar School Of Information Technology, Mumbai	Bachelor Of Commerce	Bachelor Of Commerce
AMOGH Anant LAD	Vidyalankar School Of Information Technology, Mumbai	Bachelor Of Accounting And Finance	Bachelor Of Accounting And F
APOORV Vikas PRIYADARSHI	Vidyalankar Institute Of Technology, Mumbai	BACHELOR OF COMMERCE	BACHELOR OF COMMERCE
TASLIM Nasir KHAN	Vidyalankar Institute Of Technology, Mumbai	BACHELOR OF SCIENCE (B.Sc Degree)	BACHELOR OF SCIENCE ( )
Vishaldev Chandra prakash Chaurasiya	Vidaylankar school of information and technology	BAF	Accounting and finance
Shruti Sushil Nangare	Vidyalankar School of Information Technology	BAF	Bcom (Accounting and Finan
Shravani Rahul Salvi	Vidyalankar school of information and technology	BFM	Financial markets
Samruddhi Sandeep Nimbalkar	Vidyalankar School of Information Technology	BBI	Banking and Insurance
Saba Kausar Abdul Majeed Shaikh	Vidyalankar School of Information Technology	BFM	Bachelor's of Commerce Fina Markets
S.Ganesh	Vidyalankar institute of technology	BAF	Accounting and finance
Rafa Akil Shaikh	Vidyalankar school of information and technology	BFM	Financial markets
Parth Pramod Singh	Vidyalankar school of information and technology	BFM	Financial markets
Monisha Nakul Bhunia	Vidyalankar School of Information Technology	BFM	Bachelor's of Commerce in Fi Markets
Isha Pradeep Kamble	Vidyalankar School of Information and Technology	BAF	Accounting & Finance
Anushka Lagad	Vidyalankar school of information technology	BAF	Accounting and finance
Piyush Prashant Sahu	Vidyalankar School of Information technology	BAF	BAF
Shruti gangadhar kamble	Vidylankar school of information technology	BBI	Banking and insurance (comr
Shashikant Ravindra Yadav	Vidyalankar school of information technology	BAF	BAF
Neha Chintamani Mhaske	Vidyalankar school of information technology	BAF	Accounting and finance
Saloni Ashok Tandel	Vidyalankar School of information technology	BAF	Commerce
Shalaka Rajendra Pawar	Vidyalankar School of Information Technology	BAF	Accounting and Finance
Siddhi Sachin Talkar	Vidyalankar school of information technology	BAF	Accounting and finance
Ruksar Akram Shaikh	Vidyalankar school of information technology	BBI	Bachelor of banking and insu
Aishwarya Shrikrishna Mahadik	Vidyalankar School Of Information Technology	BFM	
Mohd Avaish Shahzaman khan	Vidyalankar school of information technology	BSC	

Let us know once students collect physical copy.

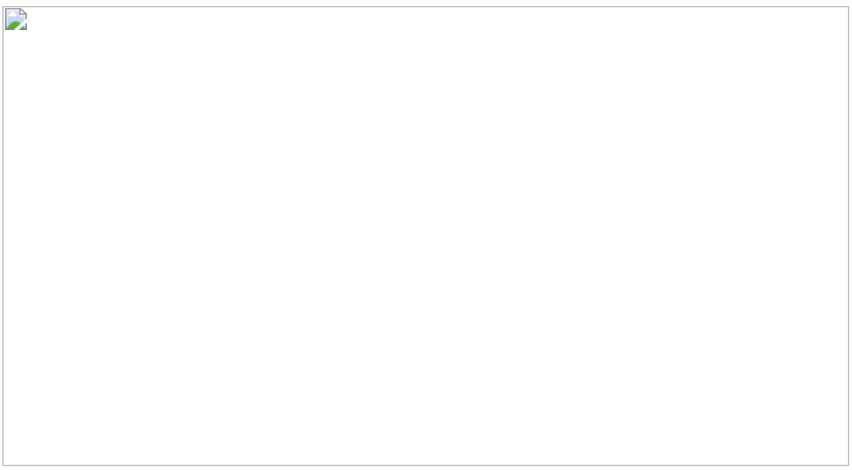
Regards,

Aditee Sukhthankar

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, May 27, 2024 3:55 PM
To: Aditee Sukhthankar <aditee.s@tcs.com>
Cc: Uttara Nair <uttara.nair@tcs.com>; Purvi Chauhan <purvi.chauhan@tcs.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: regarding list of select students; for bonafide certificate

External Email : Be cautious while opening any links or attachments.

Hi Aditee,
With regard to the select students from the recent off campus hiring of TCS BPS or TCS Smart hiring, kindly share with me names course stream, email id for those. This will help us to organise for their Bonafide certificate as the results of 6th semester are yet to be declared.



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protected by work product immunity or other legal rules. No one else may copy or forward all or any of it in any form. If you are not the intended recipient, you are hereby notified that any use, review or disclosure or copying of this message and information it contains is prohibited. If you have received this message in error, please notify the sender by reply e-mail and then delete it from your system. Thank you.

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear AFTAB ALLAUDDIN SHAIKH,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear HRISHI SHIVPUTRA PUJARI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear PIYUSH SUNIL MANNA,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear PRAJAKTA NARAYAN PODETI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear PRANALI UTTAM PATIL,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear RAHIMUNNISA SHAIKH,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SAIGAYATRI VISHNU GURRAM,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SAMEER AFZAL KHAN,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SHRUTI RAJAN RUKE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SRIVENI SHANKAR PODETI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear YASH DEEPAK KAMBLE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ADITI GOVIND CHALKE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ADITYA RAVINDRA PATIL,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ADITYA MANGESH SHELAR,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear CHANDRAKANTH MANOHAR JINNA,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear MEGHANA HANUMANT KHATAL,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear MRUNALI NAVNEET KANSARA,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear PRATHAM SHIVKUMAR GUPTA,

Congratulations !!

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SAKSHI SANTOSH VALLAKATI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SARITA SHIVAJI SURYAWANSHI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SHRAVANI VIJAY CHOPDEKAR,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SURESH SUNIL THIK,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear YASH YOGESH MAKWANA,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ABDULLAH KADRI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SAMRUDDHI NIMBALKAR,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear NIKITA GAIKWAD,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

Talent Acquisition
Sutherland

AS

Aditee Sukhthankar

Cc: Uttara Nair >

10:36 AM

TCS BPS In Person Document Verification | Mumbai Branch

TCS Confidential

Dear Candidate,

Congratulations on your Provisional Offer letter from TCS !!!!

As you have completed your Graduation final Year, we are Inviting you for the Next Steps for the Offer process

Please find attached the list of documents to be Provided to TCS for your reference.

1. **Documentation checklist** (all documents to be shared as per the list)
2. **Expectation Checklist** (acknowledge to the points mentioned and share the saved document, bring hard copy of the same)

You are required to visit the TCS Office for in person documentation verification. Please find details for the same :

Date: 28th May 2024

Venue: 1st Floor Security Block, TCS Olympus, Hiranandani Estate, Thane West, Thane, Maharashtra

Chandrakanth Jinna
mumbai, MH

Date: 17/4/2024 (dd-mm-yyyy)

Subject: Letter of Offer

Dear Chandrakanth,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Process Associate - Procurement Operations. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR**225,000.00 /- per annum, of which -

Fixed Component: INR215,000.00/- per annum payable monthly

Performance Linked Pay: INR10,000.00/- per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

The terms of your employment are subject to the following pre-conditions *(If applicable)*–

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 1/7/2024 (dd-mm-yyyy), subject to change basis business requirement.
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared with you post your joining.
- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.
- Please note that in case of Voluntary or Involuntary separation before completion of one year (12 months) from the payment date, the full amount of notice buyout (if any), will be recovered as a part of your Full & Final Settlement.

- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).
- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above
- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.
- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form
- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If after receiving your acceptance of this offer you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.
- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.
- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.
- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.
- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours Sincerely,

Sathi Aich-Dharap
Senior Director - Human Resources

COMPENSATION & BENEFITS STACK UP

Name	Chandrakanth Jinna
Designation	Process Associate - Procurement Operations
Department	GD - POps - P2P - IND

DOJ		1/7/2024	
Contact Details		+91 7045575779	
Salary Breakup			
Annual CTC		**INR 225,000**	
Sr. No.	**Salary Heads**	**Per Month (INR)**	**Per Annum (INR)**
1	Basic Salary	12,000	144,000
2	House Rent Allowance	0	0
3	Leave Travel Allowance	0	0
4	Statutory Bonus	1,500	18,000
5	Other Allowance	2,617	31,404
Flexible Components			
1	Food Coupon (i)	0	0
Gross Earnings (A)		**16,117**	**193,404**
1	Employer’ s PF cont. (ii)	1800	21600
CTC (B)		**17,871**	**214,450**
Deductions			
1	Employees’ PF Cont.	1800	21600
2	Professional Tax	200	2,500
3	Employees’ ESIC Cont.		
4	Income Tax	As applicable based on investments	
Gross Deductions (C)		**2,075**	**25,000**
Net Payable (B - C) - (i + ii)		**14,042**	**168,404**
Benefits			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only
3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	**Upto 3 times of CTC**	Self Only

6

6	Performance Linked Pay	**INR 10,000**	bi-annually

Other Benefits:

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR**500,000. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.
- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.
I accept the offer

Signature Chandrakanth Jinna 18/4/2024 7:20 PM

(checking the checkbox above is equivalent to a handwritten signature)
You are required to print, sign on all pages, scan and email backthe complete letter along with the completed acceptance section to Romita Banerjee (romita.banerjee@gep.com) no later than 18/4/2024 (dd-mm-yyyy).

Acceptance of Offer

I, Chandrakanth Jinna, accept the position of Process Associate - Procurement Operations, and agree to all terms and conditions set out in this letter,

Thank you,

Chandrakanth Jinna 18/4/2024

Great Place To Work. Certified JAN 2023 - JAN 2024 INDIA

GOLDEN PEACOCK AWARDS WINNER HR Excellence 2022

SUD LIFE

A joint venture of

Bank of India | Union Bank of India | Dai-ichi Life

18-05-2024

To,
Mr. Sai Sanjay Samjiskar,
Kamgar Nagar No 2, room no 196,
N.M Joshi Marg, Prabhadevi,
Bombay - 400025.

Dear Sai Sanjay Samjiskar,

Offer Letter: Insurance Trainee - Bancassurance_UBI 2

With reference to your interview with us, we are pleased to offer you the position of **Insurance Trainee, M12 in Mumbai, Maharashtra, India, (Nariman Point BO)**. You will be on probation for a period of 6 months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

1. Your Cost to Company has been enclosed in Annexure A.

2. Your initial posting will be in **Bancassurance_UBI 2, Mumbai, Maharashtra, India, (Nariman Point BO)**. However, the company reserves the right to utilize your services at any other place within or outside the country.

3. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:
a. Actual production of Relieving letter or acceptance of resignation letter from your current employer.
b. Actual production of documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, personal data sheet.
Please refer to the Annexure B for the list of documents.

4. (i) Joining in the company is subject to generation of employee code. Submitting joining documents does not make you eligible as the employee of the company. Company upon receiving your joining documents will validate, post which the decision of hiring with the company is taken. The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.
4. (ii) Candidate who has worked with Star Union Dai ichi Life Insurance Co. Ltd. (SUD Life) earlier will be considered as rehiring instance. Please note that rehiring is subject to fulfilling certain specific criteria and approval of the Competent Authority. It is advised to bring it to the notice of the company in writing if you have worked with SUD Life earlier before acceptance of this offer. Any non-compliance to this effect will be considered as a case of non-disclosure of material facts influencing the decision with respect to hiring of the candidate. All such cases will be considered as violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

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5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and third party appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During verification, there may be certain documents/facts/proofs required to be produced from your side. In case, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents.
In case of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you possess insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 30 days of your joining SUD Life failing which SUD Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SUD Life.

7. In case of your resignation or termination from the services of SUD Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive/performance bonus and the quantum of such incentive/ performance bonus to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

Please acknowledge the receipt of this offer by returning this duplicate copy within 2 days from the date of this letter, duly signed and stating your date of joining which should not be later than 03-06-2024.

Yours faithfully,

Dinesh Bojwani
Head - Human Resources

I, **Sai Sanjay Samjiskar**, have read the above terms and conditions and hereby accept the offer.

Expected Date of Joining: ..... Signature: .....

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MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SUD Life Insurance, I, **Sai Sanjay Samjiskar,** declare that;

1) I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (mention if any):

_____

If required I agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future in case I am found medically unfit to discharge the responsibilities assigned to me.

(Signature of the candidate)

Date: Place:

Our Accolades



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Annexure A

Name	Sai Sanjay Samjiskar	Designation	Insurance Trainee
Position	Insurance Trainee - Bancassurance_UBI 2	Department	Bancassurance_UBI 2
State	Maharashtra	Location & Region	Mumbai, Maharashtra, India, (Nariman Point BO)
Grade	M12	Scale	M12 - Junior Associate

Remuneration Details

SALARY COMPUTATION			
Components	**Per Annum**	**Per Month**	**Component Description**
Basic	81268	6772	30% of Total Fixed Pay
HRA	40634	3386	50% of Basic
Adhoc Allowance	73082	6090	Refer to the details below
Advance Bonus	36000	3000	As per the Payment of Bonus Act (This is paid on monthly basis)
Gratuity	3909		As per the Payment of Gratuity Act
Fixed Pay	**234893**	**19249**	
Other Allowance - Sales	24000	2000	As per Company Policy
Mobile Allowance	12000	1000	As per Company Policy
Total Fixed Pay	**270893**	**22249**	
Company Contribution to PF	21600	1800	Company Contribution to Provident Fund as per Provident Fund Act
Company Contribution to ESIC	7507	626	Company Contribution to ESIC as per ESIC Act
Gross Total Fixed Pay GTFP	**300000**	**24674**	

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Note: Advance Bonus component shown above would be paid as part of the monthly salary.

Flexi Component Details	Maximum Allowable Annual Limit	Remarks
LTA	Maximum up to 12.5% of Basic	Eligible for all grades. This can be opted for up to 12.5% of Basic salary. LTA amount will be a part of reimbursable benefits and paid off with the salary after the employee submits proof of travel etc. in the format and in accordance with the Income Tax rule.
NPS	Maximum up to 10% of Basic	Eligible for all grades. This as per the NPS rules
Company Car Scheme (Only applicable from M06 and above)	-	As per your grade eligibility
Fuel Reimbursement - Co. Car Scheme	-	
Driver Reimbursement - Co. Car Scheme	-	

Benefits Scheme	Sum Insured	Remarks
Group Term Life Policy Benefit	**2000000**	Coverage as per company's policy
Group Mediclaim Policy Benefit	**200000**	As per company Policy. For self, spouse & 2 children premium is borne by company.
Group Personal Accident Policy Benefit	**2000000**	As per company Policy. This is borne by company

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Please refer to Annexure B for details of documents to be submitted prior to joining.

Annexure B

ATTACHMENT TO OFFER LETTER

Please submit the following documents, as may be applicable to you, to the company prior to the date of joining.

List of documents are as below

Identity Details (all mandatory)

1. Recent passport size colour photograph
2. Aadhar Card (If the Aadhar Card is not available, then the Aadhar card application need to be uploaded)
3. Address Proof (Passport / Driving License)
4. PAN Card (In absence of PAN card, a copy of application with application no. of PAN card)
5. Updated/Latest Resume

Previous Employment Details

1. Appointment Letter/ Offer Letter of current employer
2. Resignation acceptance and Relieving letter of current employer
3. Relieving letter from previous employer
4. Any one from the below documents

a. Form 16

b. Payslip (Last 3 Months)

c. Bank Statement (Last 3 Months)

5. Latest Increment Letter

Education Details (all mandatory)

1. Last two highest qualification - Passing certificates
2. Last two highest qualification - Mark sheets

Other documents

Scan copy of cancelled cheque *(mandatory)*

After receiving the above documents, we will issue the hard copy of your Appointment letter on the date of joining.

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

1. PF Nomination Form
2. Family dependent details
3. Any other relevant information that may be required

Once you join us, you are required to immediately open salary account with any of our partner banks and inform your account number to HR at the earliest.

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We mean life!

Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20234496013/Mumbai/BPS/BTN
Date: 21/06/2024

Mr. Sameer Afzal Khan
Kamawadi Hirabaug Near R.K. Studio
Kamawadi
Hirabaug
Mumbai-400088
Maharashtra
Tel# -

Dear Mr. Sameer Afzal Khan,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **14,160/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

OTHER BENEFITS

1. **Health Insurance Scheme**
   TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS).

   Entitlement - Under this scheme, you and your enrolled dependents will be entitled for Rs. 5, 00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

   Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

   *Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document

2. **Professional Memberships:**
   You will be eligible for reimbursement of expenses towards professional membership as per **TCSL** 's policy.

3. **Social Security - Employees' State Insurance:**
   The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. **Compensation Benefits under ESI Act / Employees' Compensation Act:**
   If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

   If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

   * Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. **Night Shift Stipend:**
   Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.

6. **Process Specific Stipend:**
   Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**
   Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

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It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. **Traineeship Period:**
During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**
You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**
You will be entitled for leaves as per the company's policy.

5. **Transport:**
TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. **Alternative Occupation / Traineeship:**
During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. **Confidentiality, Data and Intellectual Property Protection:**
As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. **Work in SBWS mode:**
TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home

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(remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL** .

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute`s photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and futher employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

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Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.

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Withdrawal of Offer
If you fail to accept the offer from **TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL** offer letter if you fail to join on the date provided in the **TCSL** joining letter, the offer will stand automatically terminated at the sole discretion of **TCSL** .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click Here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20234496013/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS . Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

(a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;

(b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;

(c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");

(d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;

(e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;

(f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and

(g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a)The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b)In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c)If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d)This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e)This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized

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representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:

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Corporate Identification No. (CIN): L22210MH1995PLC084781

TCS BPS In Person Document Verification I Mumbai Branch

1 message

Aditee Sukhthankar <aditee.s@tcs.com> Mon, May 27, 2024 at 11:03 AM
Cc: Uttara Nair <uttara.nair@tcs.com>

TCS Confidential

Dear Candidate,

Congratulations on your Provisional Offer letter from TCS !!!!

As you have completed your Graduation final Year, we are Inviting you for the Next Steps for the Offer process

Please find attached the list of documents to be Provided to TCS for your reference.

1. **Documentation checklist** (all documents to be shared as per the list)
2. **Expectation Checklist** (acknowledge to the points mentioned and share the saved document, bring hard copy of the same)

You are required to visit the TCS Office for in person documentation verification. Please find details for the same :

Date: 31st May 2024

Venue: 1st Floor Security Block, TCS Olympus, Hiranandani Estate, Thane West, Thane, Maharashtra 400615

Timing: 11:00 AM to 02:00 PM

-

-

DOCUMENTATION CHECKLIST

-

-

1. **TCS Application Form (Hard Copy & Soft Copy)**

-

2. **ID PROOF (Hard Copy & Soft Copy)** :

    a. Pan card (mandatory) / Passport

3. **ADDRESS PROOF (Hard Copy & Soft Copy)** (As per address mentioned in the application form) :

    a. Aadhar Card (mandatory)
    b. Passport
    c. Utility bills (electricity bills / water bills, etc.)

d. Rent Agreement

4. **UAN number (mandatory) – not applicable for Freshers (Hard Copy & Soft Copy)**

a. UAN card snapshot to be shared if available as a document.

Path to download the UAN card.

1. Visit the EPFO website and go to the employee login page.

unifiedportal-mem.epfindia.gov.in/memberinterface/

2. On the Member e-Sewa page enter your UAN number
3. Type your password along with the Captcha Code as shown.
4. Click Sign in Button to view the EPF account page.
5. Click on Card under the View from the Menu options.
6. The page loads with the card linked with your account.
7. Download the card from this page and use it for various service options provided by EPFO.

5. **EDUCATION DOCUMENTS (Hard Copy & Soft Copy):**

a. 10^{th} marksheet
b. 12^{th} marksheet
c. All semester marksheets of Highest full time Qualification / Consolidated marksheet (6^{th} Semester mark sheet online attested copy or original marksheet)
d. Passing Certificate /Provisional Certificate / Degree Certificate / Bonified Certificate
e. **Freshers** – All semester mark sheets, online marksheet is considered only for final year and candidate to submit the required copy within 90 days.

6. **EMPLOYMENT DOCUMENTS:**

CURRENT EMPLOYMENT (Hard Copy & Soft Copy)– (not applicable for Freshers)

a. Offer letter / Appointment letter.
b. Last 3 months pay slips.
c. Resignation Acceptance (reflecting LWD)
d. Relieving Letter / Experience Certificate

PREVIOUS EMPLOYMENT (Hard Copy & Soft Copy) – (not applicable for Freshers)

a. Offer letter / Appointment Letter
b. Relieving Letter/ Experience Certificate reflecting tenure with the organization (start date and end date)
c. If Offer letter is not available, then Relieving letter should consist of the start date and end date, Appointment letter / Pay slip reflecting the start date
d. If organization is not functional / company shutdown – Bank Statements/ PF document/ Form 16 has to be submitted

All documents to be only in Clear PDF format for soft copy(Each pdf doc within 2MB file size only..)

Documentation is very critical process, and we will need your support to complete it efficiently and quickly. Hence we are conducting In Person documentation process to make it easy for you.



IMPORTANT :

A. Submission of documents should NOT be considered as a final confirmation of employment.
B. Joining procedure and offer creation cannot be initiated unless we receive and verify complete documents.

Thanks & Regards,

Aditee D Sukhthankar

Talent Acquisition Group – Campus Team

Tata Consultancy Services Ltd.

Mailto: aditee.s@tcs.com

Website: https://www.tcs.com

=====-----=====-----=====
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

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Invitation for an Exclusive Interview at Sutherland, Airoli, Mumbai

Inbox

Jella Nagarjuna Apr 18
to

Dear Candidate,

Greetings! We hope this message finds you in high spirits.

Exciting news – Your profile has been handpicked for the next rounds at Sutherland, Airoli, Mumbai!

Interview Details:

- **Day: Monday to Friday**
- **Time:** 3 PM to 5 PM
- **Rounds:** IVR & OPS
- **Shift:** Rotational Night shifts
- **Work Location:** Airoli, Mumbai
- **Venue:** Reach us: 5th Floor, K10, Reliable Plaza, Liberty Tower, Thane Belapur Road, Airoli, Navi Mumbai - 400708 India.

Reply

99+

11:31 94%

Interview Details:

- **Day: Monday to Friday**
- **Time:** 3 PM to 5 PM
- **Rounds:** IVR & OPS
- **Shift:** Rotational Night shifts
- **Work Location:** Airoli, Mumbai
- **Venue:** Reach us: 5th Floor, K10, Reliable Plaza, Liberty Tower, Thane Belapur Road, Airoli, Navi Mumbai - 400708 India.

Your Star Designation: 🌟 Consultant 🌟

About the Role: Picture yourself in a role that involves captivating **International Voice/ Blended-Mix of Email Voice & Chat support** processes . The spotlight is on your flexibility to thrive in the dynamic digital transformation realm at Sutherland. Get ready to shine with us starting May 2024!

Glam Up for Success: Bring along your original ID proof and a copy of your resume to dazzle the interview.

VIP Access to the WhatsApp Glam Squad: Join our exclusive WhatsApp group for candidates attending the interview. Click here: https://chat.whatsapp.com/JS7jKYrg3aDIfL875sZtux

If you need a sneak peek or have any questions, feel free to reach out to us at jella.nagarjuna@sutherlandglobal.com

Reply

PRIVATE & CONFIDENTIAL

Yash Anilkumar Gupta
Shandra Chandra heights,flat no 1404,
opp St Joseph's school,jail road,
Umerkhadi
Mumbai-400009
Maharashtra
INDIA

June 05,2024

Dear Yash Anilkumar Gupta

Welcome to IKS Health!

Subject: Offer Letter

With reference to your application, subsequent interview and discussions, we are pleased to inform that you have been selected for the position of **Junior Revenue Cycle Representative** in Grade **13** in Department **ROS** with our organization commencing from **June 05, 2024**

Your annual compensation will be INR **250000 /-**. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexures.

IKS Health is defined by an efficient and reliable culture that sets us apart. Our DNA, while evolving through various transformations, has still constitutionally been driven by the same core values. **Customer first** has been one such belief that influences every employee at IKS Health. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **ownership**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength by **caring** for our customers and our people. Hence, **collaboration** at workforce goes hand-in-hand with greater accountability, thereby creating responsible members at our workplace. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **innovation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Continuous **learning** and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at IKS Health that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the IKS Health way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our **Mumbai - Bldg 11** office on **June 05, 2024** Please keep your recruiter informed, in case of advancement in the joining date. Pursuant to its business needs, IKS Health retains the right to revise the commencement date of your employment with IKS Health. Please endorse your acceptance, within the next two business days, by duly signing the duplicate copy of this letter on all sheets, including annexures, at the bottom on the right corner and return to the undersigned. Please refrain from soliciting other offers based on this letter as the same will be null and void if so used.

We wish you all the best.

Thanking you,
For Inventurus Knowledge Solutions Ltd.
HR Team
I accept the above offer on the terms indicated.

Signature

Date

Yash Anilkumar Gupta

Annexure I

	Annual	Monthly
Basic	125000	10417
HRA	62500	5208
Special Allowance	19270	1606
Statutory Bonus	8400	700
Provident Fund	18321	1527
Gratuity	6013	501
Insurance	3505	292
ESIC	6992	583
Total CTC	250001	20834

- You will be eligible for the Provident Fund Scheme as per the Employees' Provident Funds and Miscellaneous Provisions Act,1952.
- You will be eligible for gratuity in accordance with the Payment of Gratuity Act,1972

Thanking you,

For Inventurus Knowledge Solutions Ltd.
HR Team

I accept the above offer on the terms indicated.

Signature Date

Yash Anilkumar Gupta

Annexure II

Please note that you are required to carry the following original documents along with 2 photocopies of the same, on the day of joining

Sr. No.	Particulars	Documents
1	Education Certificates	SSC, HSC, Graduation and Post-Graduation
2	Work experience Certificate / Relieving Letters	Work experience/Relieving Letters of the Last two companies
3	e-Aadhaar	Password protected electronic copy of Aadhaar, which is digitally signed by the competent Authority of UIDAI and is downloaded from the official website or mobile Application of the UIDAI and Active Mobile Number should be Linked with Aadhaar
4	Address Proof	Either one of the following: • Latest months Electricity Bill • Latest months Landline Bill • Rental Agreement of address provided • Ration Card • Passport Copy • Aadhar card
5	Photo ID Proof	Either one of the following: • Pan Card • Passport • Aadhar card
6	Salary Slips	Last 3 months Salary slips from previous employer
7	Photographs	4 copies
8	Name Change (if applicable)	Marriage Certificate or any other relevant document
9	Proof of resignation from previous employer	In case you are not able to submit the relieving letter of your last company on the day joining you need to submit the resignation acceptance mail or letter.

Annexure III

TERMS OF EMPLOYMENT

Your employment at IKS Health (also referred to herein as the "Company") will be governed by the IKS Health policies as modified from time to time. Some of the more significant terms and conditions that currently govern your potential employment, are detailed below.

1. **Hours of Work**

   I. A working day shall comprise of nine hours.

   II. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. Your shift timings may change from time to time which you will be notified in advance.

2. **Place of Employment**

During your employment with IKS Health, you will be liable to be transferred or deputed to any of the offices and/or departments of IKS Health or its Associates, Subsidiaries or Group Companies, whether in India or overseas. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with IKS Health policies prevalent at that time.

3. **Salary and Benefits**

   I. Your salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, which shall depend upon your performance during the year. IKS Health reviews salaries at the end of every financial year, and employees who have joined the Company prior to 30th September of the applicable financial year are eligible for annual salary reviews in the respective cycle.

   II. Notwithstanding the provisions of Clause 3.i, you acknowledge that it is IKS Health policy to review the salary payable to its employees for successive financial years and such revised salary may be higher or lower than the salary received for the previous financial year depending upon the overall performance of the Company.

   III. In addition to salary, you may also be entitled to receive other benefits, such as annual performance pay up to a maximum of twenty percent of your CTC, as applicable under the relevant IKS Health policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you. Please note, there are no guarantees to any such benefits and performance payments and amounts could be NIL depending on your performance, company performance, industry environment, etc.

   a. Relocation Expenses
   You are eligible for relocation expenses reimbursement as per the Company policy, provided your offer letter explicitly provides for the same. In the event of your separation within 12 months of joining IKS Health, this amount will be recovered or set-off from or against your Full and Final Settlement.

   b. Leave Entitlement Policy
   All employees are eligible for an annual paid vacation. Please refer to the employee handbook or contact the HR department for further details regarding the Company's leave and vacation policy

   c. Travel
   You may be required to travel, whether in India or overseas, in connection with office work at short notice. All expenses associated with any such travel, within the prescribed limits, will be reimbursed by the Company as per the relevant IKS Health policy.

4. **Training**

Your continued employment with IKS Health is contingent upon you completing, to IKS Health's satisfaction, all required training modules and tollgates, by whatever name they are called and whenever they are conducted by the Company. IKS Health in its sole discretion shall determine which training modules need to be completed and tollgates cleared (including clearance cutoffs/percentages) for any given position.

5. **Termination**

Your employment with IKS Health is "at will" and is subject to termination on:

- Grade 2 to 8 – Three months' prior notice by either side
- Grade 9 to 13 – Two months' prior notice by either side

IKS Health reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with IKS Health, and that your termination/resignation letter (by whatever name it is called) will be accepted by IKS Health only on your satisfying the mandatory notice period as stated in IKS Health's HR handbook. Further, till such time as IKS Health accepts your resignation letter, you will be deemed to be an employee of IKS Health and the terms and conditions of your employment will continue to bind you. IKS Health shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:

a. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with IKS Health policies and code of conduct

b. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc.) or commit any act which in the opinion of IKS Health is likely to bring IKS Health into disrepute whether or not such act is directly related to the affairs of IKS Health;

c. You commit any breach of any of your duties or obligations under this agreement or the policies of IKS Health; or

d. There is a discrepancy in the copies of the documents/certificates given by you as proof in support of the information provided by you.

In the event of termination under Clause 7, you shall not be entitled to any benefits whatsoever.

6. **Retirement**

Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the Company if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.

7. **Mode of Communication**

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the Company thereafter.

8. **Confidentiality**

a. You agree at all times during the term of your employment and thereafter:

i. To hold Confidential Information, as defined below, in strictest confidence, and not to use or attempt to use the same, except for the benefit of IKS Health and

ii. Not to disclose or divulge Confidential Information to any person or entity without written authorization of IKS Health.

b. You agree to return to IKS Health all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with IKS Health. You further agree to return all IKS Health electronic devices, such as laptops, computers, mobile phones, wireless electronic mail devices, hard drives and any other equipment issued to you, with all information stored on such devices at the time of issuance and/or created by you thereafter, as part of your employment, intact.

For the purposes of this Clause, "Confidential Information" means any of IKS Health's proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format, tangible or intangible and whether marked confidential or not), including but not limited to, research, business plans, products, product improvements, business / knowledge processes and process documents, services, projects, proposals, all work produced or performed by you during your engagement with IKS Health, whether during normal working hours or not, computer programs, documentation, customer lists and customers (including, but not limited to, customers of IKS Health with whom you become acquainted), customers data, software, improvements and developments, inventions, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by IKS Health in any country or jurisdiction (until the same is generally available to the public), and any other business information of IKS Health including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you. Confidential Information however shall not include knowledge, skills or information which is common to the business of IKS Health or which is generally known outside IKS Health You understand that retaining the confidential nature of Confidential Information is of utmost importance to the business of IKS Health and in addition to the terms stipulated in this agreement herein you agree to execute and deliver a Non-Disclosure Agreement with IKS Health.

9. **Intellectual Property**

a. Except as otherwise may be agreed by IKS Health in writing, in consideration of your employment and free of any additional obligations of IKS Health to make additional payments to you, You hereby agree and irrevocably assign to IKS Health any and all right, title and interest, both in equity and law, in any/all inventions, software, manuscripts, documentation, improvements or such other intellectual property, whether or not protectable by any national or state laws relating to the protection of intellectual property, relating to the present or future business of IKS Health that may be developed by you prior to the termination or cessation of your employment with IKS Health or within 12 months from the last working day with IKS Health, either alone or jointly with others, and whether or not developed during normal business hours or arising in the scope of your duties of employment with IKS Health.

b. You hereby declare and undertake that all such inventions, software, manuscripts, documentation, improvement or other intellectual property shall be and remain the sole and exclusive property of IKS Health. You further undertake and agree to execute such further documentation and/or declaration, as IKS Health may consider appropriate to vest and/or perfect any/all right, title and interest of IKS Health.

c. This provision does not apply to an invention for which no equipment, supplies, facility, trade secret, or confidential information of IKS Health was used and which was developed entirely on your own time, unless the invention relates (i) directly to the business of IKS Health, or (ii) to IKS Health's actual or demonstrably anticipated research or development or the invention results from any work performed by you for IKS Health

d. You agree that all services performed by you for IKS Health shall be original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest without the express written consent of IKS Health

10. **Data Privacy Compliance Policy**

You consent to the terms and conditions of the Data Privacy Compliance Policy as stated below:

a. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Data Privacy Compliance Policy;

b. Worldwide transfer of personal data held by IKS Health about you, including to other employees and offices of IKS Health's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.

c. The reference to information "about you" includes reference to information about third parties associated with you, such as your spouse and children (if any), whose consent is provided to IKS Health by you on their behalf. The reference to "sensitive personal data" may be understood to include reference to the various categories of personal data identified by the United States, European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.

d. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Data Privacy Compliance Policy and other IKS Health policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

11. **Restrictive Covenants**

You will not, during your employment and for a period of two (02) years from the date of termination or cessation of your employment for any reason:

a. Directly or indirectly engage in a business in India or the United States that develops integrated solutions or that otherwise provides products or services that are the same or similar to those provided by IKS Health.

b. Directly or indirectly solicit any customer, vendor or contractor of IKS Health with regard to any products or services comparable or competitive to those provided by IKS Health.

c. Directly or indirectly solicit any person, corporation or entity that during the 12 month period prior to your termination or cessation of your employment conducted business with IKS Health or had been solicited for business by IKS Health, with regard to any products or services comparable or competitive to those provided by IKS Health.

d. Directly or indirectly solicit any person, corporation or entity who does business with IKS Health and with which you had contact or obtained pricing, contract or other confidential information at any time during your employment with IKS Health, with regard to any products or services comparable or competitive to those provided by IKS Health.

e. Directly or indirectly solicit any employee of IKS Health to interfere with Company's business or to exit employment with IKS Health.

f. Directly or indirectly solicit any employee of any information technology or other contractor engaged in product or service design, development, production, or deployment for IKS Health to interfere with Company's business or to exit their engagement.

You further acknowledge that:

a. The foregoing restrictions are reasonable in light of the market dynamics, environment and nature of the products and services that IKS Health provides.

b. IKS Health has legitimate business reasons for requiring such restrictive covenants.

c. You understand the restrictions and have had an opportunity to fully discuss these restrictions with IKS Health and accepts these restrictions and

d. In the event your employment with IKS Health terminates for any reason, you will be able to earn a livelihood without violating the foregoing restrictions and that your ability to earn a livelihood without violating such restrictions is one of the material conditions of your employment with IKS Health.

12. **Representation and Warranty**

You represent and warrant that your joining IKS Health will not violate any agreement to which you are or have been a party to. You represent and warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with IKS Health. You represent and warrant that you will comply with all IKS Health's applicable policies and standards and shall perform your services in a manner consistent with ethical and professional standards of IKS Health. You represent and warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

13. **Indemnification**

You agree to defend, indemnify and hold harmless IKS Health and all of its officers, directors, employees, successors and assigns from and against any and all third-party claims, demands, actions, suits, losses, liabilities, (including taxes), and all related costs and expenses, including without limitation reasonable attorneys' fees (collectively "Losses") due to, arising from or relating to your breach of any of your obligations contained in this Terms of Employment.

I HAVE READ & UNDERSTOOD THE ABOVE ACKNOWLEDGEMENT AND AGREE TO BE BOUND BY ITS TERMS

Signature of Employee

E-Signature

Approved and Released by
The Talent Acquisition Team*
For Inventurus Knowledge Solutions Limited
(*This is an electronically generated document and hence not signed)

Job Offer Accepted on by

IP Address

Annexure IV

Information Declaration Form

To Whom It May Concern:

I ***Yash Anilkumar Gupta***

I hereby authorize **Inventurus Knowledge Solutions Ltd.** and/or or their authorized representatives and contractors to verify information presented on my employment application/resume and to procure an investigative report or consumer report for that purpose.

I hereby grant authority for the bearer of this letter to access or be provided with full details

- Of my previous employment record held by any company or business for whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. In addition, please provide any other pertinent information requested by the individual presenting this authority. I hereby release from liability all persons or entities requesting or supplying such information.

- of my qualification/degree (copy of my certificates attached)

- information in respect to my character from the records maintained by local authorities

- Of any other pertinent information requested by the Authorized Party, including but not limited to my Permanent Account Number (PAN), ADHAR Card Number and the associated documentation

---

Signature Date

Yash Anilkumar Gupta

CRISIL
An S&P Global Company

CTC Proposal

Name	**Suresh Thik**
Date	**22-Nov-2024**
Level	**00A**
Designation	**Business Development Officer**
Department	**MCG-Rating Business Development -Existing Clients**
Location	**Mumbai Crisil House Mumbai- Maharashtra**
Division	**Rating MCG**
Business	**Ratings**
Entity	**CRISIL Ratings Limited**

Employee Name	SureshThik
Date of Join	02-Dec-2024
Designation	Business Development Officer
Business/Cost Centre	MCG-Rating Business Development-Existing Clients(111204_999_111644)
Location	Mumbai Crisil House Mumbai- Maharashtra
Proposed CTC	420000
Contract Tenure (in months)	12
Source	
Reporting To	tushar.sawant@crisil.com

Outlook

Fw: Campus Drive: Final Placement - Crisil Ratings - Offrole Positions

From Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Date Mon 11/11/2024 4:15 PM
To Sapna Damdhar <sapna.damdhar@vsit.edu.in>

1 attachment (23 KB)
Form 11 NEW Updated.docx;

Sapna,

FYI and update of PI data.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Siddhant John <Siddhant.John@ext-crisil.com>
Sent: Monday, November 11, 2024 12:24 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: sureshthikofficial@gmail.com <sureshthikofficial@gmail.com>
Subject: RE: Campus Drive: Final Placement - Crisil Ratings - Offrole Positions

Hi Dinesh,

Suresh Thik is selected for the role of Business Development Officer. Please share the documents below.
Request you to share relevant documents ASAP.

- Joining letter/Offer letter – Salary Break up.(Previous/current company)
- Last 3 months Payslips
- Relieving Letter
- Educational Documents
- Last 3 increment letters
- Bank Proof (Cancel Cheque Soft Copy/Bank Statement/Passbook)
- Aadhar Card (Front and back side) in 1 PDF
- Pan Card Copy
- Kindly fill the FORM 11 & share with us. (attached)
- Final Year Mark sheet
- Update Resume

Share documents in pdf form
Thanks & Regards
Siddhant John
Human Resource|Talent Acquisition
CRISIL
An S&P Global Company

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, October 22, 2024 10:32 PM
To: Siddhant John <Siddhant.John@ext-crisil.com>
Cc: Abhishek Sankpal <Abhishek.Sankpal@crisil.com>
Subject: Re: Campus Drive: Final Placement - Crisil Ratings - Offrole Positions

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Thank you Siddhant..all shortlisted has been intimated

Regards
Dinesh Sukumaran

Get Outlook for Android

From: Siddhant John <Siddhant.John@ext-crisil.com>
Sent: Tuesday, October 22, 2024 3:46:41 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Abhishek Sankpal <Abhishek.Sankpal@crisil.com>
Subject: RE: Campus Drive: Final Placement - Crisil Ratings - Offrole Positions

Hi Dinesh,

Below candidates have been shortlisted for **in-person interview**.

Full Name	Gender	Mobile	Date of Birth	Email Address
Suresh Sunil Thik	Male	9324460171	06-Apr-2004	sureshthikofficial@gmail.com
Nadar Arul Chellam	Female	7738432693	03-Jan-2000	arulchellam1@gmail.com
Raman Dinesh Gupta	Male	8286065062	04-Dec-1999	raman.gupta.linkedin@gmail.com
Sriram Palani Thevar	Male	8898885651	30-Nov-1999	sriramthevar30@gmail.com
Yash Vishwas Surve	Male	7977176608	12-Aug-2001	yashsurve101@gmail.com

Venue – Crisil House, Powai, Mumbai.
Date – **24th Oct Thursday 3pm**.

Please ask all candidates to carry hard copies of their CVs.

Thanks & Regards
Siddhant John
Human Resource|Talent Acquisition
CRISIL
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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, October 19, 2024 11:45 AM
To: Siddhant John <Siddhant.John@ext-crisil.com>
Cc: Abhishek Sankpal <Abhishek.Sankpal@crisil.com>
Subject: Re: Campus Drive: Final Placement - Crisil Ratings - Offrole Positions

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HI Siddhant,

Please find attachment with details and resume of applicants for your perusal.
Kindly update on further process.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Wednesday, October 16, 2024 2:02 PM
To: Siddhant John <Siddhant.John@ext-crisil.com>
Cc: Abhishek Sankpal <Abhishek.Sankpal@crisil.com>
Subject: Re: Campus Drive: Final Placement - Crisil Ratings - Offrole Positions

Hi Siddhant,
Thank you for sharing the proposal.
FYI we have students from following programs, among whom I can circulate this proposal and ask for the application:-

- B.Sc. IT and B.Sc. DS
- B.Com, A&F, B&I, and FM
- BMS Mktg. Finance and HR
- B.A.MMC
- M.Com. Mgmt.
- M.Sc. IT
- M.A. EMA

Our TY students will be passing out in Apl 2025 and would ba able to join thereafter.

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Siddhant John <Siddhant.John@ext-crisil.com>
Sent: Wednesday, October 16, 2024 1:52 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Abhishek Sankpal <Abhishek.Sankpal@crisil.com>
Subject: Campus Drive: Final Placement - Crisil Ratings - Offrole Positions

Dear Dinesh,
We are delighted to start with the selection process for the Final placement. Sharing attached Job Description for your reference.
Job Locations – Mumbai.
Payroll – Randstad – 1 year contract (extendable basis performance)
Please send batch of resumes and tracker in the below format :

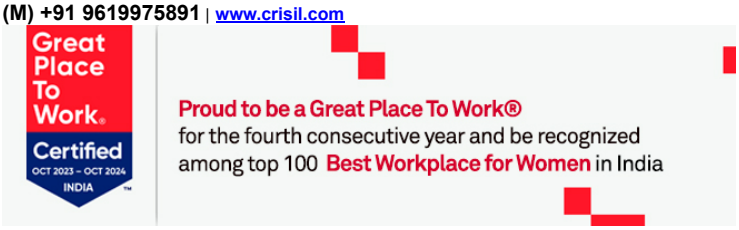
Sr. No	Campus Name	Course	Duration of Course/Internship	Full Name	Contact No.	Personal Email id	No. of Students	10th(%) Score	12th(%) Score	Graduation CGPA (out of 10)	Graduation Stream	Post-graduation CGPA / %	Work Experience	Permane Location candidate

Along with the same please send the following details for scheduling the engagement and placement process:

1. Placement start date for MT's.
2. Number of students Eligible
3. Gender Diversity of the batch:
4. Specializations:

In case of any queries reach out to us.

Best Regards,
Siddhant John
Executive – Talent Acquisition
CRISIL - An S&P Global Company
CRISIL House, Central Avenue, Hiranandani Business Park, Powai, Mumbai – 400076, India
(M) +91 9619975891 | **www.crisil.com**



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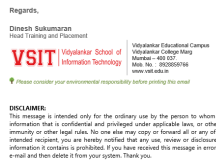
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Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Mon 11/20/2023 4:10 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Sapna,
pls update the PI data
rgds


Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037
Mob. No. : 9920569766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Monday, November 20, 2023 4:06 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

Hope you are doing well!

I would like inform you that your Alumni student **Harshall Naidu** of batch 2023 has successfully joined Firstsource today and I have released letter of intent for 5 candidates who cleared all the 3 phase of assessment. Kindly inform the assessment pending student to complete the assessment before 6:00 PM Tomorrow.

Please find below status;

Sr. No.	Name	Contact	Email ID	Final Status
1	Harshall George Naidu	8104723630	harshallnaidu14@gmail.com	Joined
2	Raj Dharmendra Jaiswal	8850701119	rajjaiswal777758@gmail.com	Assessment Reject
3	Ramjiyavan Gupta	9619056048	guptaram2003@gmail.com	LOI Released
4	Shruti Milind Torne	8928633850	shrutitorne2003@gmail.com	LOI Released
5	Vijay Panda	9619127334	vpanda463@gmail.com	LOI Released
6	Vishaldev Chandraprakash Chaurasiya	8879101735	vishaldev123.000@gmail.com	Assessment Reject
7	Khusbu Rambhawar Yadav	9820501642	ykhushboo785@gmail.com	Pending Assessment
8	Minal Gawade	7208468572	minalgawade393@gmail.com	LOI Released
9	Sonakshi Rajendra Talwar	8591089787	sonakshitalwar74@gmail.com	LOI Released
10	Shivprasad Gupta	8879607254	shivprasadguptagupta325@gmail.com	Assessment Reject
11	Anisha Asithambi	7710983670	anishaasaithambi@gmail.com	Pending Assessment
12	Anuj Yadav	7208163761	aky4454@gmail.com	Assessment Reject
13	Shivraj Gupta	9324833593	shivrajgupta373@gmail.com	Assessment Reject
14	Ali Ismail Shaikh	7710911785	aliiishaikh25@gmail.com	Pending Assessment

Ritika Singh

Senior Executive
Talent Acquisition

firstsource

Mobile: +91 6201292875

Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, November 20, 2023 10:30 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hi Ritika,
Please keep me updated on further developments.
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Wednesday, November 15, 2023 6:18 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

PFA, students assessment status and there are 2 students who did not take the assessment on time and their assessment link has been expired. Please find below name of the students.

Note : Kindly inform the other students to complete their pending assessment before 7:00 PM Tomorrow.

Name	Contact	Email
Anisha Asithambi	7710983670	anishaasaithambi@gmail.com
Ali Ismail Shaikh	7710911785	aliishaikh25@gmail.com

PFB Summary of Assessment status,

Summary Assessment 1	
Status	**Number**
Assessment 1 Cleared	9
Assessment 1 Not Cleared	3
Assessment 1 Pending	1
Summary Assessment 2	
Status	**Number**
Assessment 2 Cleared	5
Assessment 2 Not Cleared	2
Assessment 2 Pending	2
Summary Assessment 3	
Status	**Number**
Assessment 1 Cleared	2
Assessment 1 Not Cleared	0
Assessment 1 Pending	3

Ritika Singh

Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Wednesday, November 15, 2023 12:08 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

"Shiv Prasad Gupta" and "Shivraj Gupta" Both are two different candidate and "Shiv Prasad Gupta" did not clear his 1st round of assessment that's why I did not trigger 2nd phase assessment.

Ritika Singh

Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, November 11, 2023 2:04 PM
To: Ritika Singh <Ritika.Singh@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hi Ritika,
Can you please check the name Shiv Prasad Singh.
This boy is our student and he claims completing assessment phase 1.
I can see in your attachment serial no. 13 name as Shivraj Gupta. Are these same name?
plz clarify
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Friday, November 10, 2023 8:09 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

PFA, Phase 2 Assessment status of HR Select candidate, we will trigger assessment phase 3 for the students who has cleared phase 2 **(Deadline tomorrow Evening 9:00 PM for phase 3 assessment)** and Kindly inform the students who has not completed the assessment 1 and 2 to complete the test before 6:00 PM Tomorrow.

PFB Summary of Assessment status,

Summary Assessment 1	
Status	**Number**
Assessment 1 Cleared	8
Assessment 1 Not Cleared	3
Assessment 1 Pending	2

Summary Assessment 1	
Status	**Number**
Assessment 2 Cleared	3
Assessment 2 Not Cleared	1
Assessment 2 Pending	4

Ritika Singh

Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, November 10, 2023 1:28 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

HI Jimmit,
I did so. The message was communicated to the participants


Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037
Mob. No. : 09820659766
www.vsit.edu.in

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From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Friday, November 10, 2023 12:52 PM
To: Ritika Singh <Ritika.Singh@firstsource.com>; Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hi Dinesh,

I trust you will reinforce to the students that the assessments have validity; so I am sure we will have them complete as per the timeline below, else it will expire.

Jim
Jimmit Thakar
Sr. Manager- Talent Acquisition

firstsource

Mobile: (+91) 9820664039
Web:www.firstsource.com

~ Your talent is your priced possession ~

From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Thursday, November 9, 2023 6:40 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

PFA, Phase 1 Assessment status of HR Select candidate, we will trigger assessment phase 2 today for the students who has cleared phase 1 **(Deadline tomorrow Evening 9:00 PM for phase 2 assessment)** and Kindly inform the students who has not completed the assessment 1 to complete the test before 12:00 PM Tomorrow.

We have 1 Final select candidate **" Harshall George Naidu" (Alumni 2023 batch)** from yesterday's drive and his date of Joining is **20th November 2023**.

PFB Summary.

Summary	
Status	**Number**
Final Select	1
Assessment Phase 1 Pass	8
Assessment Phase 1 Fail	3
Assessment Phase 1 Pending	2

Ritika Singh

Senior Executive
Talent Acquisition

firstsource

Mobile: +91 6201292875

Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Ritika Singh
Sent: Wednesday, November 8, 2023 3:08 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

Thank you for conducting the smooth “Campus drive” and please find attached HR interview status. I have triggered the phase 1 assessment test for all the HR Select students and I will share the phase 1 assessment by tomorrow.

PFB Summary

Summary	
Status	**Count**
HR Select	14
HR Reject	4
Absent	12
Total	30

Ritika Singh

Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, November 7, 2023 3:49 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

sure thank you

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, November 7, 2023 3:18 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Thanks Dinesh. Just 1 correction please to what Ritika mentioned on source:

IMPORTANT INSTRUCTIONS FOR FILLING THE REGISTRATION FORM-

1. Candidates only need to fill the *red asterisk fields*
2. Password should be put as **Welcome@123**
3. The *source* should be filled as **‘Campus’**

4. The *sub-source* as **"ON Campus"**
5. The DOB should be chosen on the calendar and not manually typed
6. After filling all details, please click on *Terms and Conditions* and press **'Accept'**

Jim
Jimmit Thakar
Sr. Manager- Talent Acquisition

Mobile: (+91) 9820664039
Web:www.firstsource.com

~ Your talent is your priced possession ~

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, November 7, 2023 3:14 PM
To: Ritika Singh <Ritika.Singh@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Thank you Jimmit, I shared the link with all our students.

Regards,

Dinesh Sukumaran
Head Training and Placement

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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Tuesday, November 7, 2023 2:47 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hello Dinesh,

PFA Link :
https://careers.firstsource.com/job-invite/1647/

IMPORTANT INSTRUCTIONS FOR FILLING THE REGISTRATION FORM-

1. Candidates only need to fill the *red asterisk fields*
2. Password should be put as **Welcome@123**
3. The *source* should be filled as **'Campus'**
4. The *sub-source* as **"off campus"**
5. The DOB should be chosen on the calendar and not manually typed
6. After filling all details, please click on *Terms and Conditions* and press **'Accept'**

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, November 7, 2023 2:35 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Thanks Dinesh. Let's look at possibility of increasing the count if possible. Also, as part of the protocol these candidates needs to register themselves on the requisition. Please cascade to ensure candidates are registered.

Ritika - Please share the link.

Jim
Jimmit Thakar
Sr. Manager- Talent Acquisition

firstsource

Mobile: (+91) 9820664039
Web:www.firstsource.com

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, November 7, 2023 2:18 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hi jimmit,
Thank you for your concern. we welcome you all to VSIT.
Please find attachment.
regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037
Mob. No. : 8828859766
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From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, November 7, 2023 1:54 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Principal <principal@vsit.edu.in>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Vasundhara Lucky <Vasundhara.Lucky@firstsource.com>; Shumit Malhotra <Shumit.Malhotra@firstsource.com>; Frank Lobo <Frank.L@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hi Dinesh,

Basis your confirmation below, we are delivering an **ON-CAMPUS DRIVE tomorrow (8th Nov) starting 10.30am**.
Please share the expected count with list of interested students so that we can plan for recruiter alignment to visit tomorrow.

Also, I am sure our JD and company details are well-floated for students knowledge on their application.

Jim
Jimmit Thakar
Sr. Manager- Talent Acquisition

firstsource

Mobile: (+91) 9820664039
Web:www.firstsource.com

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, November 3, 2023 9:02 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Cc: campusmumbai@firstsource.com; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Confirmed, thank you.

Regards,

Dinesh Sukumaran
Head Training and Placement

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Vidyalankar College Marg
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Mob. No. : 8928859766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Thursday, November 2, 2023 7:01 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: campusmumbai@firstsource.com <campusmumbai@firstsource.com>; Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

I am good with the date 8th November 2023 and kindly block calendar for "Firstsource" Campus drive. And I hope this date will not be rescheduled.

Looking forward for the successful campus drive at your college.

PFB Details for the drive;

Details	
Drive Date	2nd-Nov
Time	10:00 AM
Delegates FSL	Jimmit Thakar - Senior Manager
	Ritika Singh - Senior Executive

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875
Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, October 31, 2023 6:40 PM
To: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; Ritika Singh <Ritika.Singh@firstsource.com>
Cc: campusmumbai@firstsource.com
Subject: Re: TPO Meet - Minutes of Meeting

Hello Ritika
I just got a last minute update as some students interaction has been scheduled, so I request to reschedule the selection drive on 8th November, Wednesday.

Regret Inconvenience.
Kindly co-operate
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Jimmit Thakar <Jimmit.Thakar@firstsource.com>
Sent: Tuesday, October 31, 2023 5:18 PM
To: Ritika Singh <Ritika.Singh@firstsource.com>; Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hi Dinesh,

Just wanted to be specific here, that this will be an on-campus drive. Please confirm so that the team can plan for travel accordingly to VSIT.

Jim

Jimmit Thakar
Sr. Manager- Talent Acquisition

firstsource

Mobile: (+91) 9820664039
Web:www.firstsource.com

~ Your talent is your priced possession ~

From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Tuesday, October 31, 2023 4:47 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

We are all set for the campus drive at "Vidhyalankar School for Information Technology" on 2nd November 2023, the date proposed by you. Hope for the same from your end

Kindly inform all the interested students to be present at college premises before 10:00 AM.

PFB Details for the drive;

Details	
Drive Date	2nd-Nov
Time	10:00 AM
Delegates FSL	Jimmit Thakar - Senior Manager
	Ritika Singh - Senior Executive

Ritika Singh
Senior Executive
Talent Acquisition

firstsource

Mobile: +91 6201292875
Web: www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Monday, October 30, 2023 5:17 PM

To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com
Subject: Re: TPO Meet - Minutes of Meeting

Hello Dinesh,

We are ready for campus drive on 2nd November 2023 at your campus. Kindly share the interested student's data on the attached format.

Looking forward for successful drive.

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, October 28, 2023 9:42 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hello Ritika,
Thank you so much for sharing the information with use. Indeed its a delight to associated with Firstsource. We will be happy to host campus drive.
2nd November has a slot available for you. I want this campus to happen before the term exams and Deepawali vacation.
Kindly confirm.
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Friday, October 27, 2023 2:32 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,

We have a vacancy around 700 people in the month of November in our Mumbai office and we are looking forward to conduct drive at your college "**Vidyalankar School of Information Technology**" at earliest is possible. Kindly share the campus drive date for the same.

P.S : Alumni students can join us immediately in the month of November and for 2024 Graduate we will release "Letter of Intent" so they can join us post final exam.

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, October 10, 2023 9:15 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com
Subject: Re: TPO Meet - Minutes of Meeting

Hi Ritika,
Thanks for your message. I will soon share the dates after discussing internally.
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Monday, October 9, 2023 3:30 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Jimmit Thakar <Jimmit.Thakar@firstsource.com>; campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: RE: TPO Meet - Minutes of Meeting

Hello Dinesh,
Hope you find this in good health!
Here is the JD & Details, kindly go through the same and let us know when can we conduct drive for the 2024 student pool and also, for the 2023 and 2022 student kindly share the Alumni data so that they can join us immediately.
Hoping for many more fruitful future connects!
Ritika Singh

Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064



From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Wednesday, October 4, 2023 9:06 AM
To: Ritika Singh <Ritika.Singh@firstsource.com>
Subject: Re: TPO Meet - Minutes of Meeting

Hi Ritika,
Thank you so much for sharing the minutes of meeting. I missed a good chance to attend and meet everyone. But surely be connected to first source.
Regards

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Ritika Singh <Ritika.Singh@firstsource.com>
Sent: Tuesday, October 3, 2023 7:01 PM
Cc: campusmumbai@firstsource.com <campusmumbai@firstsource.com>
Subject: TPO Meet - Minutes of Meeting

Hello,

PFB Minutes of Meetings

#	Topic	Action Point	Closure Date	Owner	
1	Meet & Greet	Exchange of introduction of college faculties & FSL faculties (8 colleges attended out of 12 invited)	29-Sep-23	All	
2	FSL Corporate Overview	About Firstsource - Who we are, what we do and what we achieve. FSL Operating Locations Business Verticals at FSL for career opportunities Role specific - What are we looking for Interview Process Growth Opportunities FSL Social Media Presence	29-Sep-23	Jim	
3	Engagement Plan from FSL	On-Campus Drives Off-Campus Drives Campus to Corporate Sessions Snippet Sessions for selected pool of candidates (e.g. How to prep for interviews) Alumni Connects and Data	29-Sep-23	Jim	
4	CHRO Meet & Vision	FSL as a priority company for drives Endorsement ONLY of quality and interested pool (Arts & Commerce streams minus PG population) Commitment from every college towards delivery for the year FSL strategy to partner with known Institutions to promote learning culture via sponsorships (e.g. IMI Delhi) I-surge program at FSL - sponsored learning for self-development Round table conferences by organization for students specifically interested for FSL Curriculum embedding into the courses where feasible for colleges	29-Sep-23	Aftab	
5	TPO Inputs to FSL	Apart from Career Ladder also share monetary ladder if possible (Virendra) Processing time to be max 2 days for students Documented Offer Letter to students for assurity of job for pipelining approach MOU Document to be shown for NAAC by colleges FSL support to allow students to take on site assessments with logistics if the college cannot accommodate	29-Sep-23	TPOs	

Ritika Singh
Senior Executive
Talent Acquisition

Mobile: +91 6201292875

Web:www.firstsource.com

Address : 2nd,Mindspace,
New Link Road, Malad West,
Mumbai 400 064

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear ADITYA PAL,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear DEV AHIRE,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear TILAK GOWDA,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

Fw: Campus placement_VIT_Finestar Jewellery and Diamonds_Student Assesment

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Thu 2/1/2024 11:56 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Pls update the placements..
Role is Busi Dev. Executive
Package is Rs.3lpa

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Finestar HR-Department <hr@finestar.in>
Sent: Thursday, February 1, 2024 11:41 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Campus placement_VIT_Finestar Jewellery and Diamonds_Student Assesment

Dear Dinesh Ji,

Reference to the trailing mail, we are thankful to you for your coordination and support in the process of Campus Placement, Vidyalankar Institute of Technology. We found the suitable candidate from your esteemed institution and therefore we would like to inform you that, we have selected below 02 mentioned candidates :

1) Epika Pandye
2) Anjali Jadhav

Since we have shortlisted Yash Patil as well but unfortunately he won't be able to continue as he wishes to focus on his education.

The date of Joining will be informed to you once we receive confirmation from above mentioned candidates. Let me know the process to inform candidates for their selection.

Once again, thank you for your extended support and cooperation. As we are looking for more candidates to hire for our US shift, we are yet seeking your support on the same.

Thanks and Regards,

Ranjita Shetkar | Manager - Human Resources

FINESTAR JEWELLERY & DIAMONDS PVT LTD.
6th Floor, 6010, DE - Tower, Entrance from D Center, Bharat Diamond Bourse,
Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051.
Phone: 022 6663 9999/ 022 6725 5067

SKYPE ID
live:.cid.c48de422affd8056

WHATSAPP
+91 7028018580

RAPNET
73440

BWFS
INDIA
Bird Worldwide Flight Service



Sayan Subrata Patra
Passenger Service Executive
EMP. Code: BOM5032

BOM5032

Blood Group: B+Ve

IN CASE OF EMERGENCY PLEASE CONTACT:

+91 8291291688 / 022 62101699

+91 8291285160 / 022 62101699

Bird Worldwide Flight Service Mumbai Pvt. Ltd.

Issuing Authority -HR

This Card is a property of:

Bird Worldwidde Flight Service Mumbai Pvt. Ltd.
is found please return to

HRD-Bird Worldwide Flight Service Mumbai Pvt. Ltd.
404 Star Hub, Tower 1, Sahar Road,
Andheri East, Mumbai 400 099, India
E-mai ID: hrd@bwfsm.in

Fw: Offer Letter - Datamatics Business Solutions Ltd - Navin Baniya

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Tue 4/30/2024 1:52 PM

To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Plz update PI..

Regards,

Dinesh Sukumaran
Head Training and Placement

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Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Khushboo Julka <khushboo.julka@vsit.edu.in>
Sent: Tuesday, April 30, 2024 1:15 PM
To: Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Fwd: Offer Letter - Datamatics Business Solutions Ltd - Navin Baniya

Get Outlook for iOS

From: Navin Baniya <navinbaniya783@gmail.com>
Sent: Tuesday, April 30, 2024 12:33:07 PM
To: Khushboo Julka <khushboo.julka@vsit.edu.in>
Subject: Fwd: Offer Letter - Datamatics Business Solutions Ltd - Navin Baniya

---------- Forwarded message ---------
From: **Shweta Bhojwani** <shweta_bhojwani@datamaticsbpm.com>
Date: Wed, 24 Apr 2024 at 9:34 PM
Subject: Offer Letter - Datamatics Business Solutions Ltd - Navin Baniya
To: <navinbaniya783@gmail.com>
Cc: Rakesh Jadhav <rakesh.jadhav@datamaticsbpm.com>

*Dear **Navin,***
This has reference to your application and the subsequent interviews you had with us. We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Datamatics Business Solutions Ltd. (hereinafter referred to as 'DBSL').

*We are pleased to offer you the position of "**Associate – Research**" in our Executive Grade **M01**, on annualized CTC of Rs. **2,20,194**/-*
(Rupees Two Lakhs Twenty-Thousand One Hundred and Ninety-Four Only).

This offer is subject to the appropriate reference check, verification of documents and statements made by you during the interview cycle.

A detailed appointment letter would be issued to you on joining the Company.

Please Find Attached Copy of the Document Check list, request you to get all the documents on your date of joining.
Upon your acceptance of this Offer, and subject to successful completion of all prerequisites to the satisfaction of DBSL, the effective date of your joining will be as mutually agreed upon.
You shall comply with and abide by:
a. all policies of DBSL (and changes/revisions thereto effected from time to time),
b. the Code of Conduct, discipline, rules & regulations as laid down by DBSL, during the course of your employment with DBSL.

During the course of your employment with DBSL,
1. You will work exclusively for, and in the interest of DBSL and maintain confidentiality norms with respect to business of DBSL and its clients, vendors, contractors etc. as required by DBSL. You will not associate yourself in any activities which in the opinion of DBSL are harmful or detrimental to the interests of DBSL.
2. You will access and use office provided systems/assets in accordance with DBSL's Information Security policies including others.
3. You agree to cooperate fully and execute any and all documents/undertaking which may be necessary or appropriate to give full force and effect to the basic terms and intent of this offer letter.
The tax liability on perquisites will be as per the Income Tax Act and rules. You may have to file necessary information / undertaking in writing with the Payroll Department regarding permissible exemptions under Income Tax Act.

Name	Navin Baniya
Grade	M01
Designation	Associate – Research
Department	iCars

Details	Monthly (Rs.)	Annually (Rs.)
Basic	3675	44100
HRA	1838	22050
Personal Allowance **(*)**	2950	35400
Special Allowance **(*)**	2975	35700
Bonus **(&)**	3000	36000
Shift Allowance	960	11520
Gross Salary	**15398**	**184770**
Performance Incentive **(**)**	1833	22000
Total Gross		**206770**
Co's ESI	501	6012
Retirals		
Co's PF	441	5292
Gratuity (As per Gratuity Act,1972)		2120
Total CTC		**220194**

(*) *Personal Allowance / Special Allowance can / will be merged / re-adjusted with any other allowance / perks in revision / restructuring of the existing compensation structure.*
(&) *This payment is made on the specific understanding that should the Bonus Act be revised in regard to the salary limit whereby you become eligible for bonus, then the Company can set off or make appropriate adjustments from this Additional Allowance against the bonus payable to you consequent to the amendment in the Payment of Bonus Act or any other law in this regard.*

(**) *It is variable in nature & is purely based on the performance metrics that will be communicated after joining the company.*

We look forward to your having a long, fruitful and satisfying career with us.

Thanks & Regards,

Shweta Bhojwani| *Senior Officer - HR*
Datamatics Business Solutions Limited
(formerly known as Datamatics Financial Services Ltd.)
Plot No B-5, Part B Cross Lane, MIDC, Andheri (East), Mumbai 400 093
T: +91 22 6671 2001 | M: +91 9307125271
www.datamaticsbpm.com | *shweta_bhojwani@datamaticsbpm.com*

Fwd: Hiring at RBL Finserve Ltd for Liability Vertical

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Fri 5/3/2024 9:42 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Plz update the data

Get Outlook for Android

From: Sumana Guha <sumana.guha@rblfinserve.com>
Sent: Friday, May 3, 2024 5:08:17 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>; Rakesh Dilip Dive <rakesh.dive@rblfinserve.com>
Subject: RE: Hiring at RBL Finserve Ltd for Liability Vertical

Dear Sir,

The below candidates have been selected.

Regards,
Sumana

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, May 3, 2024 1:34 PM
To: Sumana Guha <sumana.guha@rblfinserve.com>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>; Rakesh Dilip Dive <rakesh.dive@rblfinserve.com>
Subject: Re: Hiring at RBL Finserve Ltd for Liability Vertical

Hi Sumana,
Can you please let me know the name of final select and their LOI.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Sumana Guha <sumana.guha@rblfinserve.com>
Sent: Wednesday, May 1, 2024 1:03 PM

To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>; Rakesh Dilip Dive <rakesh.dive@rblfinserve.com>
Subject: RE: Hiring at RBL Finserve Ltd for Liability Vertical

Dear Sir,

Only the below students attended the interview on 30th Nov:

Roll Number	Full Name
21304A0019	Siddesh Rajesh Pande
21301B0058	Bhavesh Krishnakumar Chauhan
21301A0023	Shoaib Ismail Mansuri
23312A1024	Jehrabano Malik

We had called all the students, some had responded confirming their presence but they did not attend the interview. But later when we again called them they were not responding.

Please let us know how many students we can expect on 2nd May for the interview at our office.

Regards,
Sumana

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, April 27, 2024 10:45 AM
To: Sumana Guha <sumana.guha@rblfinserve.com>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>
Subject: Re: Hiring at RBL Finserve Ltd for Liability Vertical

Hi Sumana,
Please find attachment with details and resume of students for your perusal.

As discussed earlier, The interested students will come to our office on 30th April'24 for the interview process. Therefore, yesterday's telecon. we had regarding change in date stands invalid.
The names highlighted in green colour indicates who confirmed for participation over my call. Rest could not be connected / didn't picked call
I have informed our students about the date. Kindly let me know the process on that day.

Regards,

Dinesh Sukumaran
Head Training and Placement

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Vidyalankar Educational Campus
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Mumbai – 400 037.
Mob. No. : 8928859766
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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, April 26, 2024 11:26 AM
To: Sumana Guha <sumana.guha@rblfinserve.com>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>
Subject: Re: Hiring at RBL Finserve Ltd for Liability Vertical

thank you

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Sumana Guha <sumana.guha@rblfinserve.com>
Sent: Friday, April 26, 2024 10:26 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>
Subject: RE: Hiring at RBL Finserve Ltd for Liability Vertical

Dear Sir,

Sharing the salary and the locations where we will be hiring for the Liability vertical:

Proposed Salary, Conveyance and Incentives as per targets:
Indicative cost. ~1.92 p.a fixed CTC + ~36 max. p.a conveyance + Incentives as per Targets provided.

Below are the exact location where we will hire:

State	Location
Madhya Pradesh	Tejajinagar
	Mandideep
	Vijaynagar-MP
	Hatpiplya
	Mahidpur
	Marimata
	Kalani Nagar
	Nagda
	Ujjain
	Dewas
MP TOTAL	
Gujarat	Visnagar
	Anand South
	Morbi
	Nadiad South

	Shivranjani North
	Padra
	Valsad
Gujarat TOTAL	
Maharashtra	Airoli
	Chembur
	Borivali

Please share the list of interested candidates with us today.

Regards,
Sumana

From: Sumana Guha
Sent: Thursday, April 25, 2024 1:42 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>
Subject: RE: Hiring at RBL Finserve Ltd for Liability Vertical

Dear Sir,

We will be sharing the CTC shortly.

There will be two rounds of Interview.

Regards,
Sumana

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Thursday, April 25, 2024 1:15 PM
To: Sumana Guha <sumana.guha@rblfinserve.com>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>
Subject: Re: Hiring at RBL Finserve Ltd for Liability Vertical

Hi Sumana,
please mentioned the package offered and the selection process.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Sumana Guha <sumana.guha@rblfinserve.com>
Sent: Thursday, April 25, 2024 12:53 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Kajal Arora <kajal.arora@rblfinserve.com>
Subject: Hiring at RBL Finserve Ltd for Liability Vertical

Dear Sir,

Thank you for your time on the call today.

We are attaching the JD and a Brief company Deck for your reference. We will be sharing the CTC details with you shortly.

The locations where we will hire Liability Officers are given below:

Gujarat	Madhya Pradesh	Maharashtra
Visnagar	Tejajinagar	Airoli
Anand South	Mandideep	Chembur
Morbi	Vijaynagar-MP	Borivali
Nadiad South	Hatpiplya	
Shivranjani North	Mahidpur	
Padra	Marimata	
Valsad	Kalani Nagar	
	Nagda	
	Ujjain	
	Dewas	

As informed by you, the interested students will come to our office on 30th April'24 for the interview process. The students are required to carry their updated Resume,copy of Aadhar and PAN and educational documents.

Regards,

Sumana Guha

Human Resources

RBL FINSERVE
A subsidiary of RBL Bank

RBL FinServe Limited
(formerly: Swadhaar FinServe Pvt. Ltd.)
C/301, Lotus Corporate Park, CTS No.185/A, Graham Firth Compound,
Jay Coach, Western Express Highway, Goregaon (E), Mumbai – 400 063
(M) +91 9819854868

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TCS BPS In Person Document Verification | Mumbai Branch

1 message

Aditee Sukhthankar <aditee.s@tcs.com> Mon, May 27, 2024 at 11:03 AM
Cc: Uttara Nair <uttara.nair@tcs.com>

TCS Confidential

Dear Candidate,

Congratulations on your Provisional Offer letter from TCS !!!!

As you have completed your Graduation final Year, we are Inviting you for the Next Steps for the Offer process

Please find attached the list of documents to be Provided to TCS for your reference.

1. **Documentation checklist** (all documents to be shared as per the list)
2. **Expectation Checklist** (acknowledge to the points mentioned and share the saved document, bring hard copy of the same)

You are required to visit the TCS Office for in person documentation verification. Please find details for the same :

Date: 31st May 2024

Venue: 1st Floor Security Block, TCS Olympus, Hiranandani Estate, Thane West, Thane, Maharashtra 400615

Timing: 11:00 AM to 02:00 PM

-

-

DOCUMENTATION CHECKLIST

-

-

1. **TCS Application Form (Hard Copy & Soft Copy)**

-

2. **ID PROOF (Hard Copy & Soft Copy) :**

    a. Pan card (mandatory) / Passport

3. **ADDRESS PROOF (Hard Copy & Soft Copy)** (As per address mentioned in the application form) :

    a. Aadhar Card (mandatory)
    b. Passport
    c. Utility bills (electricity bills / water bills, etc.)

d. Rent Agreement

4. **UAN number (mandatory) – not applicable for Freshers (Hard Copy & Soft Copy)**

a. UAN card snapshot to be shared if available as a document.

Path to download the UAN card.

1. Visit the EPFO website and go to the employee login page.

unifiedportal-mem.epfindia.gov.in/memberinterface/

2. On the Member e-Sewa page enter your UAN number
3. Type your password along with the Captcha Code as shown.
4. Click Sign in Button to view the EPF account page.
5. Click on Card under the View from the Menu options.
6. The page loads with the card linked with your account.
7. Download the card from this page and use it for various service options provided by EPFO.

5. **EDUCATION DOCUMENTS (Hard Copy & Soft Copy):**

a. 10^{th} marksheet
b. 12^{th} marksheet
c. All semester marksheets of Highest full time Qualification / Consolidated marksheet (6^{th} Semester mark sheet online attested copy or original marksheet)
d. Passing Certificate /Provisional Certificate / Degree Certificate / Bonified Certificate
e. **Freshers** – All semester mark sheets, online marksheet is considered only for final year and candidate to submit the required copy within 90 days.

6. **EMPLOYMENT DOCUMENTS:**

CURRENT EMPLOYMENT (Hard Copy & Soft Copy)– (not applicable for Freshers)

a. Offer letter / Appointment letter.
b. Last 3 months pay slips.
c. Resignation Acceptance (reflecting LWD)
d. Relieving Letter / Experience Certificate

PREVIOUS EMPLOYMENT (Hard Copy & Soft Copy) – (not applicable for Freshers)

a. Offer letter / Appointment Letter
b. Relieving Letter/ Experience Certificate reflecting tenure with the organization (start date and end date)
c. If Offer letter is not available, then Relieving letter should consist of the start date and end date, Appointment letter / Pay slip reflecting the start date
d. If organization is not functional / company shutdown - Bank Statements/ PF document/ Form 16 has to be submitted

All documents to be only in Clear PDF format for soft copy(Each pdf doc within 2MB file size only..)

Documentation is very critical process, and we will need your support to complete it efficiently and quickly. Hence we are conducting In Person documentation process to make it easy for you.



IMPORTANT :

A. Submission of documents should NOT be considered as a final confirmation of employment.
B. Joining procedure and offer creation cannot be initiated unless we receive and verify complete documents.

Thanks & Regards,

Aditee D Sukhthankar

Talent Acquisition Group – Campus Team

Tata Consultancy Services Ltd.

Mailto: aditee.s@tcs.com

Website: https://www.tcs.com

=====-----=====-----=====
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Fw: Interview feedback

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Mon 6/3/2024 11:17 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

plz update PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: snehal jaiswar <snehal.jaiswar@antraweb.com>
Sent: Monday, June 3, 2024 10:56 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Manisha Aithappa Poojary <manisha.poojary@antraweb.com>
Subject: Re: Interview feedback

Dear Mr. Sukumaran,

As discussed, Kashish Dharne and Aditya Pal has been selected for the role of Business Development Executive however Kashish has backed out after the salary discussion. She was offered 27k CTC for 3 months post which it will be 36K CTC after she has completed her probation period.

We are scheduling a meet for salary discussion with Aditya on 40-06-2024 tomorrow at 12 pm. Also, I have still not been able to connect with Rimam Patra for her interview, request you to share her alternate contact number if possible.

Regards,
Snehal Jaiswar
HR Recruiter - Antraweb Technologies
Ph no: +91 88280 09659
Company Website: https://www.antraweb.com/

> -----Original Message-----
> From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

To: snehal jaiswar <snehal.jaiswar@antraweb.com>
Cc: Manisha Aithappa Poojary <manisha.poojary@antraweb.com>
Date: Wed, 29 May 2024 11:21:39 +0000
Subject: Re: Interview feedback

Thank you Snehal

From: snehal jaiswar <snehal.jaiswar@antraweb.com>
Sent: Wednesday, May 29, 2024 4:48 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Manisha Aithappa Poojary <manisha.poojary@antraweb.com>
Subject: Re: Interview feedback

Dear Mr. Sukumaran,

Kindly find the students interview feedback below.

Sr No.	Name	Remarks	Status
1	Aayushi Bharat Parmar	She is more interested to work into Finance	Rejected
2	Adtiya Shivbahadur Pal	His interview process is ongoing	Shortlisted
3	Kashish Dharne	Her managerial round of interview was scheduled for today 29-05-2024 however, she informed that she wont be able to attend today after I took the follow up from my side	Shortlisted
4	Tilak Mahesh Gowda	Did not clear the assessment test	Rejected
5	Rimam Kartik Patra	Tried connecting her several times however, could not connect. Also, did not get reverted on the texts sent to her on WhatsApp as well as SMS	Yet to interview

We will update you on the interview status of Mr. Aditya Pal.

Thanks & Regards,
Snehal Jaiswar
HR Recruiter - Antraweb Technologies
Ph no: +91 88280 09659
Company Website: https://www.antraweb.com/

-----Original Message-----
From: "snehal jaiswar" <snehal.jaiswar@antraweb.com>
To: "dinesh.sukumaran@vsit.edu.in" <dinesh.sukumaran@vsit.edu.in>
Cc: "Manisha Aithappa Poojary" <manisha.poojary@antraweb.com>
Date: Wed, 22 May 2024 18:04:28 +0530
Subject: Interview feedback

Dear Mr. Sukumaran,

Kindly find the students interview feedback below.

Sr No.	Name	Remarks	Status

1	Aayushi Bharat Parmar	Interview scheduled for 23rd May 2024 at 2 pm	Yet to interview
2	Adtiya Shivbahadur Pal	Shortlisted for assessment test	Shortlisted
3	Janhavi Gaikwad	Not suitable. Fresher	Rejected
4	Kashish Dharne	Shortlisted for assessment test	Shortlisted
5	Ojas Bhosale	Fresher. He is more interested in marketing	Rejected
6	Rimam Kartik Patra	Tried connecting her several times however, could not connect. Also, sent her a text but did not get reverted	Yet to interview
7	Riya Sanjay Singh	Profile on hold	On hold
8	Shoaib Ismail Mansuri	Poor communication. Not suitable	Rejected
9	Tilak Mahesh Gowda	Shortlisted for assessment test	Shortlisted
10	Harsh Anil Lad	Not suitable. Fresher	Rejected
11	Ratna Bajrang Chaurasiya	Lack of confidence & poor communication	Rejected
12	Sandeep Balikaran Yadav	Poor communication. More interested to work in banking sector	Rejected

The students who are shortlisted would be required to give an assessment test post which, we will schedule the managerial round of interview if they qualify the assessment test.

Regards,
Snehal Jaiswar
HR Recruiter - Antraweb Technologies
Ph no: +91 88280 09659
Company Website: https://www.antraweb.com/

-----Original Message-----
From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
To: snehal jaiswar <admin5@antraweb.com>
Cc: Manisha Aithappa Poojary <manisha.poojary@antraweb.com>
Date: Tue, 21 May 2024 03:35:46 +0000
Subject: Re: Job Description: Business Development Executive - B2B Sales

Hi Snehal,

please find the details of applicants for your perusal - https://docs.google.com/spreadsheets/d/1j8zjC2DRN7oIdWn_2gO8HFzHC2ZD9YQ5MQE4ejwHqaI/edit?usp=sharing

and their resume - https://drive.google.com/drive/folders/1-gfUuW6ZbGhrStlJ6W6cIM5t4i2mMd40V-Jml51sxvLsMBrSpvheEWT9-ogzcinRx03BZMqe?usp=sharing

Kindly let me know further process.

From: snehal jaiswar <admin5@antraweb.com>
Sent: Thursday, May 16, 2024 5:03 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Cc: Manisha Aithappa Poojary <manisha.poojary@antraweb.com>
Subject: Job Description: Business Development Executive - B2B Sales

Dear Mr. Sukumaran,

Please find the attached Job Description for the Role of Business Development Executive - B2B Sales. I also tried calling you, however, could not connect as the call went ringing.

Please feel free to connect back if you have any questions related to the profile or hiring process.

Regards,
Snehal Jaiswar
HR Recruiter - Antraweb Technologies
Ph no: +91 88280 09659
Company Website: https://www.antraweb.com/

-----Original Message-----
From: "snehal jaiswar" <snehal.jaiswar@antraweb.com>
To: placement@vsit.edu.in
Cc: "Manisha Aithappa Poojary" <manisha.poojary@antraweb.com>
Date: Mon, 13 May 2024 10:02:39 +0530
Subject: Inquiry regarding campus hiring for MBA Freshers & Graduates

Dear Team,

I trust this email finds you well. My name is Snehal Jaiswar, and I represent Antraweb Technologies Pvt Ltd. We are a Tally Partner company.

I am reaching out to inquire about the placement opportunities available for potential recruitment of talented Graduates or MBA fresher students from your University. We are interested in establishing connections with your institution to explore potential partnerships for recruiting skilled and motivated individuals who align with our company's values and objectives.

We are majorly hiring for Business Development Executive (BDE) profile - B2B Sales. I would request you provide us with information regarding any upcoming placement drives or recruitment events that are scheduled to take place at your college. Additionally, we would appreciate any details on how we can engage with your students to showcase career opportunities at Antraweb Technologies Pvt Ltd.

We are committed to providing valuable learning and growth opportunities for young professionals and are eager to connect with talented individuals who can contribute to our team's success. Any guidance or assistance you could offer to facilitate this process would be greatly appreciated.

Thank you for your attention to this inquiry. We look forward to the opportunity to collaborate with your institution and connect with potential candidates who may be a great fit for our team.

Thanks & Regards,

Snehal Jaiswar
HR Recruiter - Antraweb Technologies
Ph no: +91 88280 09659
Company Website: https://www.antraweb.com/

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Fw: Offer mail - Kotak Securities Ltd.

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Wed 6/5/2024 10:20 AM

To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

1 attachments (3 KB)

image003.jpg;

Plz update PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Siddhi Kalebere <kaleberesiddhi@gmail.com>
Sent: Wednesday, June 5, 2024 10:18 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Fwd: Offer mail - Kotak Securities Ltd.

---------- Forwarded message ---------
From: <rohan.balugade@kotak.com>
Date: Thu, May 23, 2024, 12:14 PM
Subject: Offer mail - Kotak Securities Ltd.
To: <kaleberesiddhi@gmail.com>

Dear Siddhi,
This is with reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position in HR Recruitment Department (Off roll) in our organization at **Mumbai, India.**
Your monthly take home salary will be Rs.15000/-. We look forward to onboard you on 3th June 2024, this offer is subject to your joining on 3rd June 2024.
We are anticipating your consent on this offer. You will get your appointment letter along with the CTC break up after completing the joining formalities.

You are required to carry following documents on the day of your joining:

1. 10th, 12th and Graduation certificate/ Mark sheet copies

2. Pan Card Copy & Aadhar Card
3. 3 passport size photo
4. Bank Cancelled Cheque
5. Resignation acceptance letter, if any

Regards,
Rohan Balugade
Human Resources
Kotak Infinity | Infinity IT Park | 8th Floor | Building No. 21 |
Off. Western Express Highway | General AK Vaidya Marg |
Goregaon (E), Mumbai – 400097 | 8657869305

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Fw: Morgan Stanley | Legal & Compliance Division - Interview Update (10th July)

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Thu 7/18/2024 1:32 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

plz update PI data accordingly

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Shweta.Pujari@morganstanley.com <Shweta.Pujari@morganstanley.com>
Sent: Thursday, July 18, 2024 1:22 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Vidisha.Shah@morganstanley.com <Vidisha.Shah@morganstanley.com>; Komal.Shetty@morganstanley.com <Komal.Shetty@morganstanley.com>
Subject: Morgan Stanley | Legal & Compliance Division - Interview Update (10th July)

Hi Team,

Greetings from Morgan Stanley!

We would like to go ahead and offer the below candidates.

Full Name	University/College	Degree Type
Riya Singh	Vidyalankar Institute of Technology	BMS
Kunal Bhatkar	Vidyalankar Institute of Technology	MBA

Please confirm on their acceptance by EOD also that they will be opted out of the placement process henceforth.

Thanks & Regards,
Shweta Pujari

From: Shetty, Komal (HR) <Komal.Shetty@morganstanley.com>
Sent: Monday, July 8, 2024 5:23 PM
Cc: Pujari, Shweta (HR) <Shweta.Pujari@morganstanley.com>; Shah, Vidisha (HR) <Vidisha.Shah@morganstanley.com>
Subject: Morgan Stanley | Legal & Compliance Division - Interview Invite (10th July)
Importance: High

Hi Team,

Greetings from Morgan Stanley!

The Campus interview is scheduled for the shortlisted students on **10th July 2024, Wednesday at 9:45 am** for Legal & Compliance Division within Morgan Stanley
Below are Zoom details for the interview process:

Join Zoom Meeting
Meeting ID: 938 6041 0502

Event Flow:

1. Business Round 1
2. HR Round

Do's for the interview:

1. Kindly carry a Government photo ID proof.
2. Wear formals for the interview.

Also please login on the Zoom call 5 minutes before the interview time.

Note:

- Please go through the company website and have some knowledge about Morgan Stanley and its business.

Please feel free to reach out to us for any queries on the same.

Thanks & Regards,
Komal Shetty
Morgan Stanley | Human Resources
Nirlon Knowledge Park, B2, S T Yadav Rd, Goregaon(East).
Mumbai - 400063
Komal.Shetty@morganstanley.com

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear RAKSHITA RAVIKUMAR MAGIDI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SABA KAUSAR SHAIKH,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SHRAVANI SWAMI BODDUPELI,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear KHUSBU RAMBHAWAR YADAV,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear SHEWALI SURENDRA MESHRAM,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear VISHAL SHANKAR RAJBHAR,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
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- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20245145154/Mumbai/BPS/BTN
Date:24/02/2024

Dear Ms. Monisha Nakul Bhunia,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL).** You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP

Click Here or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20245145154/Mumbai/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Wellspring Godrej & Boyce Complex Plant No 12, Gate No 4, LBS Marg Vikhroli West, Mumbai - 400079
Ph.: +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Re: Solicit for Campus Recruitment/ freshers hiring @ VSIT Mumbai

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>

Sat 5/11/2024 10:08 AM

To:Shweta Bhojwani <shweta_bhojwani@datamaticsbpm.com>
Cc:Rakesh Jadhav <rakesh.jadhav@datamaticsbpm.com>;Deepali Shetty <deepali.shetty@datamaticsbpm.com>;Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Hi Shweta,
Thank you for the information. i will convey the final select and pls share there LOI for our official records.

I muster students for the voice process role. plz share the complete proposal.

regards
Dinesh Sukumaran

Get Outlook for Android

From: Shweta Bhojwani <shweta_bhojwani@datamaticsbpm.com>
Sent: Friday, May 10, 2024 8:46:31 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Rakesh Jadhav <rakesh.jadhav@datamaticsbpm.com>; Deepali Shetty <deepali.shetty@datamaticsbpm.com>
Subject: Re: Solicit for Campus Recruitment/ freshers hiring @ VSIT Mumbai

Hi Dinesh,

We have interviewed almost all the candidates from the list provided by you.

Total **8 candidates are selected** for Data Research role. These are the following names of the selected candidates - Vaishali, Balanpraveen, Sahid, Anshuman, Ekta Mohite , Aditi Singh, Ekta P, Payal were selected for Data Research role.
Out of these candidates, **3 candidates** - Vaishali, Ekta P & Payal have backed out as they are not comfortable with night shifts. Rest **5 candidates** will be joining on 13th May'24, Monday.

Note - Apart from this, we have multiple openings in **Customer service - Voice process**. Do let us know if you have any students those who will be interested to work for the same role.

Thank you for your help.

Thanks & Regards,
Shweta Bhojwani */ Executive - HR*
Datamatics Business Solutions Limited
(formerly known as Datamatics Financial Services Ltd.)
Plot No B-5, Part B Cross Lane, MIDC, Andheri (East), Mumbai 400 093
T: +91 22 6671 8878 | M: +91 9307125271
www.datamaticsbpm.com | shweta_bhojwani@datamaticsbpm.com

On 03-05-2024 10:36, Dinesh Sukumaran wrote:

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Hi Shweta,
Please find attachment with details and resume of applicants for your perusal.
Kindly let me know further process.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Shweta Bhojwani <shweta_bhojwani@datamaticsbpm.com>
Sent: Thursday, May 2, 2024 6:46 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Rakesh Jadhav <rakesh.jadhav@datamaticsbpm.com>
Subject: Re: Solicit for Campus Recruitment/ freshers hiring @ VSIT Mumbai

Hi Dinesh,

I just wanted to follow up and check if you have any interested students for the below job role.

Regards,
Shweta Bhojwani

On 30-04-2024 15:02, Dinesh Sukumaran wrote:

CAUTION: This email originated from outside of the organization. Do not respond, click links or open attachments unless you recognize the sender and know the content is safe.

Hi Shweta,
Thank you for sharing the hiring proposal.
I will be sharing all the details of the proposal among students asking them to volunteer.
I will be sharing their details on 2nd May.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Shweta Bhojwani <shweta_bhojwani@datamaticsbpm.com>
Sent: Tuesday, April 30, 2024 2:22 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Rakesh Jadhav <rakesh.jadhav@datamaticsbpm.com>
Subject: Re: Solicit for Campus Recruitment/ freshers hiring @ VSIT Mumbai

Hi Dinesh,
Hope you're doing well!
Thank you for reaching out.
We currently have openings for freshers in **Non-IT** domain such as for **customer service** (Voice process) and **backend** operations (Email marketing, data research etc) role.
Kindly let us know if you would have students who will be interested applying for the same.

About Datamatics Business Solutions:

Datamatics Business Solutions Ltd. (DBSL) is a pioneer in providing intelligent Business Process Management (iBPM) services. Our integrated offerings include; Database Solutions & B2B Marketing, Demand Generation & Sales Acceleration, Business Research, Finance & Accounting Outsourcing, Payroll and Contact Center Services. We leverage emerging technologies like Robotics, Machine Learning and Artificial Intelligence to power human-machine collaboration & enable seamless delivery. As a trusted partner to Fortune 1000 companies; our focus is on driving revenue growth, operational excellence, cost efficiency & customer intimacy for global clients. We serve customers across the globe and industries like Technology, Banking & Financial Services, Media & Publishing, Events, Manufacturing, Healthcare, Automotive, Retail & CPG, Travel & Logistics and Telecom. For more information please visit www.datamaticsbpm.com.

Please find below the details as desired which can also help you prepare the students. Also find attached is a details JD for the said position.

Positions Available **:** Associate - Research
Number Of Positions **:** Multiple
Skills Required **:** Graduates, Good Communication Skills, Internet Savvy, exposure to MS Excel; TY appeared (preferably from Commerce, BMS background)
Percentage Reqd **:** Nothing specific but smart freshers

Salary **:** Ranging from INR 1.80 Lacs to 2.50 Lacs per annum (depending on the candidates' interview, capability and positions selected for)

Shifts - Rotational including night shifts

Work Mode - Work from office (Andheri)

Expected Date of joining: Immediate.

Thanking you in advance.

Thanks & Regards,
Shweta Bhojwani */ Executive - HR*
Datamatics Business Solutions Limited
(formerly known as Datamatics Financial Services Ltd.)
Plot No B-5, Part B Cross Lane, MIDC, Andheri (East), Mumbai 400 093
T: +91 22 6671 8878 | M: +91 9307125271
www.datamaticsbpm.com | shweta_bhojwani@datamaticsbpm.com

On 30-04-2024 14:03, Dinesh Sukumaran wrote:

> CAUTION: This email originated from outside of the organization. Do not respond, click links or open attachments unless you recognize the sender and know the content is safe.
>
> Greeting from VSIT!!!
>
> Dear Ms. Shweta Bhojwani,
>
> I hope this letter finds you well. I am writing to explore placement opportunities for freshers and for hosting campus recruitment drive at Vidyalankar School of Information Technology (VSIT). VSIT is renowned for nurturing talented and ambitious individuals, and we believe your esteemed organisation would find exceptional candidates among our student body. We are located at Vidyalankar College Rd, Wadala East, Deen Bandhu Nagar, Antop Hill, Mumbai, Maharashtra 400037.alankar College Rd, Wadala East, Deen Bandhu Nagar, Near Antop Hill, Mumbai, Maharashtra 400037.
>
> A hiring event could be scheduled during the coming month any time. FYI please, the final semester exams are over and the students will be available for immediate joining.
>
> We look forward to the possibility of welcoming your esteemed organisation to our campus and facilitating a successful recruitment drive. Additionally, feel free to let us know if you have any specific requirements or preferences for your recruitment booth setup.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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Fwd: Candidate Form

Vishal Rajbhar <vishalrajbhar1415@gmail.com>
Mon 7/29/2024 4:29 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

---------- Forwarded message ---------
From: **Rutuja Tupsmudre** <rutuja.tupsmudre@ikshealth.com>
Date: Mon, 29 Jul, 2024, 2:48 pm
Subject: Candidate Form
To: Vishal Rajbhar <vishalrajbhar1415@gmail.com>

Dear Candidate,

We are reiterating your role and certain other aspects associated with it below.

Please go through the below text and honestly answer the Questions.

Role & Responsibilities : AR Fresher

You will be a liaison between Insurance companies referred to as “Payors” and the Physicians, Patients/Hospitals/Ambulatory services (referred to as “Providers”) in the US

The main role is Calling (80%) and Back-end service, non-calling (20%) Calling will involve using your headphones for the majority of the day.

Your key activity will involve “Calling” the Insurance companies to clear/settle the claims raised by the Providers. This will help generate Revenue and maximize Cash for the Providers.

With increasing focus on Value based care in the US, Providers need our services to effectively coordinate with the Insurance Companies on their behalf to have their claims/bills cleared and paid.

Parallelly, you will also have the following non-calling tasks:

Analyze why claims have been denied by the Insurance companies, verify its authenticity, understand causes and resolve them.

Ensure claims are followed up as per assigned ticklers within the stated time line Manage aging on the assigned work file.

Night shift:

This role will require you to work in Night shift.

You will be eligible for a shift allowance of Rs. 75/day for the days you have worked. This allowance will be consolidated and reimbursed to you at the end of the month.

Pick & Drop?

Pick & Drop service will be provided since you will be operating in Night Shift. For regular shifts, employees make their

own travel arrangements. We also want to reiterate, this facility will be provided only if you reside within the following transport boundaries. Failing which we request you not to accept our offer, as we will not be able to continue with your employment with us. Our associate's safety is of utmost importance to us.

Our transport boundary for providing Pick & Drop is as follows:

Transport boundary for Mumbai:

Central Line: Between Badlapur (W) (Ramesh Wadi)/ Badlapur (E) (Overhead Water tank

on Badlapur - Katai Road) & CST all city limits.

Harbor Line: Between Panvel (ST Depot), New Panvel (Sukhapur) & CST all city limits

Western Line: Between - Churchgate, Borivali (till Gorai Jetty), Malwani Church, Mira Road (Golden Nest Circle)

Isolated areas where transport cannot be provided due to safety & security concerns are Uran, Ulwe, Diva.

Transport boundary for Hyderabad:

Hayath Nagar

BN Reddy

Balapur

Aramgarh X Roads

Hydershakote

Tolichowki

Hi-tech City (Shilparamam)

BHEL Main gate

Jeedimetla

Suchitra

Risala bazar

Rampally

Ghatkesar

Borabanda

Please reconfirm you have carefully read the section on "Transport boundaries" and are aware that transport facility will be provided back and forth only for the destinations mentioned above.

Answer:

Leaves during training period?

Our training programs are such that every single day of training is crucial from your role perspective, missing your training would have an impact on the subsequent topics and the batch in general hence you are advised not to take leaves during the initial 45 days from your joining (Emergencies are considered depending on the situation with permission from your Trainer).

Please mention here if you have any leave plans during the initial 90 days of your joining:

Answer:

What are your plans for further studies? We encourage our associates to upgrade their knowledge. Hence we would appreciate if you let us know your plans so that we can plan your onboarding/training accordingly.

Answer:

Have you recently appeared for any competitive exams for Government jobs for which you are awaiting result? If yes, then provide details of such exam or job opening.

Answer:

Salary: Your salary structure is given below. The take home mentioned is prior to Tax

Add the salary breakup

Metrix	Annual Components	Monthly Components
Basic	**125,000**	**10,417**
HRA	**62,500**	**5,208**
Special allowance	**19,269**	**1,606**
Statutory bonus	**8,400**	**700**
Gross Salary (A)	**215,169**	**17,931**
Provident Fund(12% of Basic Salary)	**18,320**	**1,527**
ESIC (3.25% of Gross Salary)	**6,993**	**583**
Gratuity (4.81% of Basic Salary)	**6,013**	**501**
Retirals (B)	**31,326**	**2,610**
Insurance (C)	**3,505**	**292**
Total CTC (A+B+C)	**250,000**	**20,833**
Deductions		
Provident Fund(12% of Basic Salary)	**18,320**	**1,527**
ESIC (0.75% of Gross Salary)	**1,614**	**134**
Professional Tax	**2,400**	**200**
Income Tax	**As Applicable**	**As Applicable**
Total Deductions (D)	**22,334**	**1,861**
Monthly In-Hand Salary (A - D)		**16,070**

Please confirm you have understood the structure and accept the salary.

Answer:

Please reconfirm that the Recruiter has explained to you in detail about your Role, Night shift, No leave policy during the Training period, Transport boundaries and other guidelines mentioned above. Hope you have understood the same and

agree. Only then, accept our offer.

Answer:

SOMETHING ABOUT YOURSELF:

Please reiterate your highest Qualification (Degree):

Answer:

_____

Candidate Name:

Regards,
Rutuja Tupsmudre
HR - Talent Acquisition
IKS Health
(M) +91 7977829758
www.ikshealth.com | rutuja.tupsumudre@ikshealth.com

Our Vision: *Healthier Consumers, Happier Providers, Thriving Organizations, Successful Healthcare for All.*

Disclaimer: This message (including any attachment) is confidential and may be legally privileged. Access to this message by anyone other than the intended recipient(s) listed above is unauthorized. If you are not the intended recipient you are hereby notified that any disclosure, copying, or distribution of the message, or any action taken or omission of action by you in reliance upon it, is prohibited and may be unlawful. Please immediately notify the sender by reply e-mail and permanently delete all copies of the message if you have received this message in error. This e-mail message including attachment/(s), if any, is believed to be free of any virus. However, it is the responsibility of the recipient to ensure that it is virus free and IKS Health accepts no liability for any damage caused by any virus transmitted by this email.

Fwd: Welcome to ICP!

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Fri 6/14/2024 5:11 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Pls update PI data

Get Outlook for Android

From: Anto Gladwin <antogladwin0@gmail.com>
Sent: Friday, June 14, 2024 4:05:33 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Fwd: Welcome to ICP!

Anto Gladwin - BAMMC 21314A0006

---------- Forwarded message ---------
From: **ICP People Team** <icppeopleteam@icpnet.com>
Date: Thu, 30 May, 2024, 2:25 pm
Subject: Welcome to ICP!
To: antogladwin0@gmail.com <antogladwin0@gmail.com>

Hi Anto

We are pleased to welcome you to the ICP family. I'm sure you're going to enjoy working with us.

We would be grateful if you could please complete the Onboarding Form to ensure we have the correct information held on file.

Thanks

The ICP People Team

11:53 72

2221732968.pdf

Date: October 25, 2023

Emp Temp Code: 2221732968
Karan Sachdeva
501, New Bhagyashree Chsl, Tilak Road No 3, Goregaon west Mumbai - 400084,
Maharashtra, India

Letter of Appointment

Dear Karan,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Sr. Customer Service Associate- Voice**. You are required to report for duties on **October 30, 2023** ("**Joining Date**") at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.

2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.

3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be require to and shall sign all required documentation as per the rules, regulation and policies of the Company.

5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time **("Probation Period")** if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.

6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and in case you fail to actually serve the aforementioned notice period, your resignation will be deemed to be rejected and you will be treated as "Absent without leave"/"Absconding" and further disciplinary action will also be initiated against you. However, the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

   The Company at its discretion, during probation or on confirmation of your services thereof, without

assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Incase of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.

8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.

9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu

Date: 11/09/2023

Appointment for post of
Transaction Processing Representative

Dear **Gupta Rohit Dinesh ACC6124**

We are pleased to offer you, the position of **Transaction Processing Representative** with Accenture on the following terms and conditions:

Commencement of contract

Your contract period will be effective, as of **13/09/2023**

Contract Period

You will be on contract for a period of **12** months which may be extended or confirmed in writing after a satisfactory assessment of your performance based on the Performance Measurement System (PMS) of evaluation.

Compensation Details

Your salary and other benefits will be as set out in Annexure 1, hereto. Your monthly CTC will be Rs **19000.00**

Place of posting

You will be posted at **Mumbai.** You may however be required to work at any place of business which the Company has, or may later acquire. You may be redeployed to any other process of the client at any point of time within the duration of your employment.

Company Assets

You will always maintain in good condition company assets such as ID cards, access cards, laptops, etc. which may be entrusted to you for official use during the course of your employment and shall return all such assets to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

Leave Policy

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Late marks will be accorded to you for every late entry with one day of absence counted for every three late marks.

You are eligible for 1.75 leaves (SL+PL+CL) per month. Every Year from January onwards fresh leaves will start accumulating in the leave account.

Termination

Your appointment can be terminated by the Company, without any reason, by giving you **15 days'** prior notice in writing or salary in lieu thereof.

You may terminate your employment with the Company, without any cause, by **45 days'** prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

Confidential Information

During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and

information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

At no time, will you remove any Confidential Information from the office without permission.

Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

Intellectual Property Right

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with I.

Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Kolkata & is therefore subjected to West Bengal Jurisdiction only.

Adherence to compliance rules for ESI and PF

As per compliance rules, you are not permitted to have multiple ESI or PF numbers/accounts. In case you have any prior ESI or PF number/account, it is your responsibility to submit proof of the same at the time of submission of documents. I n case the same is not submitted, we will assume you are not registered

under ESI and PF and we would be initiating the registration processes if applicable. Also, as per ESI rules, you cannot add as beneficiary's family members drawing a salary of more than 5000 per month. For registering any of your family members under ESI, we would be needing a declaration stating that the family member has a salary less than Rs. 5000 per month.

Appointment in Good Faith

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Acceptance of our offer

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please confirm your acceptance of Employment Offer by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,



Authorized Signatory

2COMS Consulting Pvt. Ltd.

Date: 11/09/2023

ANNEXURE 1

	Monthly	Annual	
Basic	10701	128412	Components
HRA	4950	59400	
Other Allowances	0	0	
Monthly Stat Bonus	1184	14208	
GROSS	16835	202020	
PF	1284	15408	Employer Contributions
PF Admin	108	1296	
ESI	548	6576	
WCA	0	0	
Insurance	225	2700	
Total	2165	25980	
CTC	19000	228000	
PF	1284	15408	Employee Deductions
ESI	127	1524	
Ptax	200	2400	
Total	1611	19332	
Net In Hand	15224	182688	

N.B.: Salary payout date is 3rd working day of the month.

2COMS CONSULTING (P) LTD. New Alipore Kolkata-53 BLOCK-G

Date: 11/09/2023

Candidate Sign

22312A10813 .



22-Jul-2022

C6929401

For Accenture use only

Sonam Jawaharlal Shukla
Room No. 300, Lodhiram Chawal, S.M.D Road, Near Shaikh Mi hri Dargah, wadala (East) Mumbai -400037 4
Management Level - 13
Sublevel - 3

Job Profile - Customer Service New Associate
Job Family Group - Business Process Delivery
Business Deal - Non Contact Center

Dear **Sonam,**

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Candidate's Signature

Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2
Signed By: Jal Rumi Master

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. Before onboarding, we strongly encourage you to take both doses of the COVID-19 vaccine as per government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining Accenture but no later than six months of your start date in Accenture, failing which,Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 249400** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Sonam, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **neha.c.khan** at **9769629801** should you have anything you would like to discuss further.

Candidate's Signature

ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	**INR 215000**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**16%**
Annual Total earning potential (A+B)	Min.	Max.
	INR 215000	**INR 249400**

(C)#Additional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 3600**
Notional Insurance Premium paid by Company	**INR 11200**

(D)##Additional Discretionary WFH Benefits/Reimbursements	
One-time WFH Assistance reimbursement	**INR 18,000/-**
Annual Internet reimbursement	**INR 12,000/- (capped at INR 1,000/- per month)**

(E)Optional opportunity to participate in the Employee Share Purchase Plan	**INR 3200 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)**
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	

**Annual Fixed Compensation includes employer"s contribution to Provident Fund, as applicable.

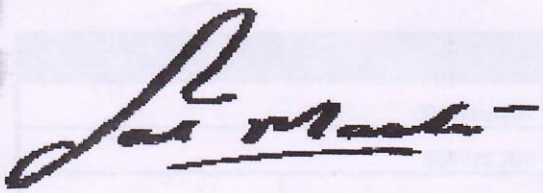
-Annual fixed compensation of **INR 215000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

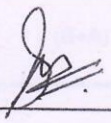
Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2

We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:
SONAM JAWAHARLAL SHUKLA
[Insert full legal name]
Date: 29/07/2022

Candidate's signature 

Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans ailows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR **5,00,000** under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10.00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our insurer and is subject to review from time to time.

b) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit

Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

Candidate's Signature

Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2

ANNEXURE 3

DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-'-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

SONAM JAWAHARLAL SHUKLA

[Insert full legal name]

Date: 29/07/2022

Candidate's Signature

Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2

ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

 Candidate's Signature

Reference Id: a6cd693f-5855-4668-82bb-7a65092cd4e4_2

accesshealthcare

Date: 09 Mar 2022 17:54

Employee ID: M0339352
Mr./Ms. Saloni Mahendra Mhamunkar
Senior Client Partner - AR

Appointment Letter

Dear Saloni Mahendra Mhamunkar,

Thank you for the keen interest you have shown in our organization. Consequent to your application and the subsequent discussions you had with us, we are pleased to appoint you as **Senior Client Partner - AR** with Access Healthcare Services Private Limited.

We appreciate your entrepreneurial instincts and welcome your decision to join this organization. We are sure that not only will you contribute in your field of expertise but also help build this organization to be a Global Player. In doing so, together we will preserve the Core Values that we stand for.

You are requested to contact **HR Team** at the following address to take on your assignment on **07 Mar 2022**

Access Healthcare Services Private Limited (Embassy Tech Zone) Embassy Tec Zone, 4th Floor Wing A, Mississippi Block Rajiv Gandhi Info Tech Park – Phase II, Hinjewadi, Pune – 410577.

In case you need any further clarification / assistance, please get in touch with the under signed.

Please sign and return a copy of this letter to the undersigned at the earliest.

Looking forward to your joining our "Winning Team".

With best wishes,

Yours sincerely,

Samuel S
Director - HR

I accept this appointment and the Terms and Conditions attached.

Digitally Acknowledged by me on
09 Mar 2022 17:54

.....
Signature of the Candidate

Name : Saloni Mahendra Mhamunkar
Employee ID : M0339352

accesshealthcare

Annexure I

SALARY COMPONENTS	Amount	
	Rs. PM	Rs. PA
Basic	17400.00	208800.00
House Rent Allowance	8700.00	104400.00
Conveyance Allowance	1600.00	19200.00
DA	0.00	0.00
SDA	0.00	0.00
Statutory Bonus	0.00	0.00
Special Allowance	11716.00	140592.00
Gross (A)	**39416.00**	**472992.00**

Benefits

Provident Fund	1800.00	21600.00
ESI	0.00	0.00
Medical Reimbursement	0.00	0.00
Retention Incentive	1449.00	17388.00
Gratuity	835.00	10020.00
Total (B)	**4084.00**	**49008.00**
Cost To Company (A+B)	**43500.00**	**522000.00**

Insurance Benefits:

a) Floating Medical Insurance: Access Healthcare provides a floating medical insurance coverage for expenses related to hospitalization for your and a maximum of three dependents

Default Coverage limit: Rs.100,000/- per annum

b) Personal Accident Insurance: This provides you with round the clock financial protection in case of an accident anywhere in India. **Coverage limit: Rs.100,000/-**

Retirement Benefits:

a) Gratuity:

This is an ex-gratia payment paid as gratitude for your continuous service, as per Payment of Gratuity Act, 1972 and is governed by the guidelines laid out by Access Healthcare.

b) Provident Fund:

Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to INR 15,000/-. If your basic salary is above INR 15,000 PF contribution shall be at INR 1800 per month and if your basic salary is less than INR 15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee part of the contribution forms part of your salary structure and is payable as per Employees Provident Fund Act, 1952.

M0339352

Confidential

Rohit Kesarwani Roll NO 23310A1017

APOGEE Services Pvt. Ltd.

Under the Brand Name APEX Services™

ISO 9001 : 2008 Certified

Outsourcing Consultancy Projects Sourcing Training

Date: 03-Jan-2023

Mr. Rohit Kesarwani
Location: Mumbai
Phone: 9324173816
E-mail: rohitkesarwani273@gmail.com

STRICTLY PRIVATE & CONFIDENTIAL

Dear Rohit,

This has reference to the discussion you had with us about joining APEX Services deputed at **Accenture Services Pvt. Ltd**. We are pleased to make an offer of employment with the Company. Please accept our heartiest congratulations. We welcome you to the APEX Team.

a. **Designation : Transaction Processing Associate**
b **Date of Joining : 09-Jan-2024**
c. **Location of Posting: Mumbai**

The term of your employment shall be valid for period, **09-Jan-2024** till **08-Jan-2025**. Notwithstanding this, in theevent of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Please refer to annexure to this letter for details of your CTC and other allowances.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

1. Emoluments& Perquisites

Your Salary Compensation will be **Rs 226,800/-** Cost to Company (Two Lakh Twenty-Six Thousand Eight Hundred Only.) Per Annum. The Break-upwill have the following Components:

- Basic Pay
- HRA
- Medical Allowance
- Other Allowances
- Bonus

2. Working Hours

- Your working hours will be determined by the client
- Client has the discretion to regulate working hours from time to time.

3. Leave Policy

- You would be eligible for leaves as per applicability in the state where you are deployed and statutory holidays as per client.
- Leaves can only be availed upon prior approval.

4. What we expect from you

We hope that you will devote your full time and attention in carrying out the assigned work activities. Honestly, faithfully and diligently keeping in mind at all timed the Company's interest and progress. We expect that you will not engage in or do any other business or render any profession service either on full time or part time basis.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. Approved timesheets should be sent to APEX Services to avoid discrepancy in payroll. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company. On your joining day, we expect you to sign and execute a confidentiality agreement with company.

5. Termination

We hope your association with us will be a very long one. However, if Company is to decide, the appointment may be terminated by 15 days' notice. If an employee decides otherwise, 60 days' notice or Client Notice whichever is higher needs to be served if the client is unsatisfied with your performance, client notice period will supersede APEX notice period.

Two days of unauthorized absenteeism will lead to immediate termination from assignment/ project.

The appointment is subject to your accepting to abide by the Regulations and Guidelines of the Company. We reserve the right to amend the terms and conditions of this appointment to suit new circumstances.
Please sign and return the duplicate of this letter in token of your acceptance of the above terms and
And conditions, at the same time indicating your date of joining, which shall be no later than **09-Jan-2024** else treat the offer as withdrawn.

6. Miscellaneous

You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

We wish you all the success in your assignment.

For Apogee Services Pvt. Limited

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorised Signatory

Date: -_____

Read & Accepted by:

Signature: -_____

CORPORATE Office: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010. ☎ : 0522 - 2302985, 4005475.

e-mail: hr@apexservices.in www.apexservices.in CIN: U74120UP2014PTC066093

Annexure – I

Name : **Rohit Kesarwani**
Designation : **Transaction Processing Associate**
Date of joining : **09-Jan-2024**

Components	Rs. Per Month	Rs. Per Annum
Basic	14010	168120
HRA	754	9048
Medical Allowance	0	0
Other Allowance	0	0
Bonus	1192	14304
Gross (A)	16256	195072
Employee Contribution		
PF @ 12%	1717	20604
ESI @ 0.75% of Gross	122	1464
Professional Tax	200	2400
Labor Welfare Fund (LWF)	2	24
Sub Total (B)	2041	24492
Employer's Contribution		
PF @ 13%	1860	22320
ESI @ 3.23% of Gross	528	6336
Insurance	250	3000
Labor Welfare Fund (LWF)	6	72
Sub Total (C)	2644	31728
Take Home (A-B)	14215	170580
Cost To Company (A + C)	18900	226800

For Apogee Services Pvt. Limited

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorised Signatory

Read & Accepted by:

Signature:-_____

CORPORATE Office: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010. ☎ : 0522 - 2302985, 4005475.

e-mail: hr@apexservices.in www.apexservices.in CIN: U74120UP2014PTC066093

ASSURED

Dear Sakshi,

We would like to congratulate you on being selected as ***a Sales Intern*** *at* ***Assured Advertising Pvt Ltd****, effective 1st April 2024*

As we discussed during the interview process, this will be a paid Internship initially for the duration of 3 months ***(1st April 2024 to 30th June 2024).*** *Your stipend will be Rs.20,000/- per month (Rupees Twenty Thousand Only) plus a travel allowance of Rs.3,000/- per month.*

On the successful completion of your internship period with us, we will evaluate your performance and provide you a recommendation letter. The company might consider to extend your internship tenure depending on the performance during the internship.

Kindly send us acceptance to the offer.

You need to report to work on 1st April (Monday) at the following address:

ASSURED ADVERTISING PVT. LTD

#315 Parvati Industrial Estate,
New Sun Mill Compound, Lower Parel,
Mumbai – 400013.

Official timings would be (9.30 am to 6.00 pm)

Please carry a set of the following documents on the day of your joining:

Original and a set of Qualification certificates

PAN Card

Aadhar Card

Two photos

Cancelled cheque.

We look forward to you joining us.

Thanks,

Jessie D'souza
Head - HR
M: 9769910118

ASSURED ADVERTISING PVT. LTD.

#315 Parvati Industrial Estate,
New Sun Mill Compound, Lower Parel,
Mumbai – 400013.

Atrina Technologies Pvt. Ltd.

302, The Shri Platinum Mall, Jawahar Rd, Ghatkopar East, Mumbai, Maharashtra 400075.

Appointment Letter

Dear Ruthvik Salunke,

We are pleased to Appointment you a position with Atrina Technologies Pvt Ltd as **Trainee .Net Developer** effective from August **11th,2022**. The position will be based in Mumbai. Your CTC COMPENSATION PLAN of **1,39,709** INR will be paid on an annual basis. Please refer **Annexure A: COMPENSATION PLAN**

The terms of your employment with our company shall be as follows: -

1. **Skill and Care:**

   You must perform your duties and obligations with reasonable care and skill and to the best of your ability. You will be responsible for the safekeeping and return in good condition and order, or all property of the Company which may be in your use, custody care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action as the Company deems proper in the event of your failure to account for such property to our satisfaction.

2. **Full time Employment:**

   This is full time employment. You will be wholly and exclusively in the employment of the Company and are not permitted to carry or any other business, profession, short term project/assignment or employment without a written permission from the management. You are responsible to work six days per week putting at least eight hours per day.

3. **Confidentiality:**

   You acknowledge that during the course of your employment with the Company you will have access to and have an intimate knowledge of the Company's confidential information. In view thereof, you will be required to sign a confidentiality agreement with the company at the time of joining.

   The company will be entitled to and will own all the results and proceeds of your services for the Company, including without limitation, all rights throughout the world to any copyright, patent, trademark or other right and to all ideas, inventions, products, programs, procedures, formats and other materials of any kind created, developed or worked on by you during your employment with the Company will be a result or proceed of any services for the Company. Further, you are required to take such actions and execute such documents as the company may request to

warrant and confirm the Company's title to and ownership of all such results and proceeds and to transfer and assign to the company any rights which you may have therein. You will not have any right to or be entitled to any compensation and other benefits and will not have any lien on any such results or proceeds.

4. **Termination:**

Notwithstanding any other provision in this letter, the Company may terminate your employment immediately upon giving you written notice to that effect if you:

i. are guilty of any breach or non – observance of any of the terms and conditions contained in this letter;
ii. are incompetent and/or neglect or limit to perform any of your duties or obligations;
iii. fail or refuse after written warning to carry out the duties and obligations reasonably and properly required of you.

Upon termination of your employment, you shall deliver to the Company all documents, records, Papers, or any other property of the Company which may be in your possession or under your control. Further, no copies of any documents, records or papers shall be retained by you.

5. **Notice Period & Knowledge Transfer:**

It is the company policy that an employee needs to do knowledge transfer and train a new person before leaving. Also, three months of notice period is to be given. The training that you have undergone during your employment, you need to train new people on similar technology, prior to your resignation.

6. **Discipline:**

You will be liable to conform to the Company's policies and procedures, rules, and regulations, disciplines and general work practice which are subject to change from time to time.

7. **Governing Law:**

All disputes arising out of and/or in relation to your employment with the Company shall be subject to the Jurisdiction in Maharashtra.

You agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting, or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company

Atrina Technologies Pvt. Ltd.

302, The Shri Platinum Mall, Jawahar Rd, Ghatkopar East, Mumbai, Maharashtra 400075.

This Appointment Letter may not be modified or amended except by a written agreement, signed by an officer of the Company and by you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below. Appointment Letter older than the ACCEPTED date below hence should be marked as INVALID.

Annexure A: COMPENSATION PLAN					
Name	**Ruthvik Salunke**		**Designation**	**Trainee .Net Developer**	
Earnings	**Monthly Earnings**	**Annual Earnings**	**Deductions**	**Monthly Deduction**	**Annual Deduction**
Basic Pay	5000	60000	PF	0	0
HRA	2500	30000	PT	200	2500
Medical Allowance	1000	12000	TDS	0	0
Conveyance Allowance	1000	12000			
Education Allowance	200	2400			
Special Allowance	300	3600			
Gross	10000	120000			
EPF	0	0			
Bonus Variables	500	6000			
Annual Bonus	417	5000			
Paid Leave	329	6909	Total Deductions	200	2500
CTC	**11246**	**137909**	**Net Paid**	**9800**	**177600**
Please Note below Bonus and Leave terms and condition					
Prorate Annual Leaves eligibility is after successful completion of employment at the sole discretion of Management upon your Confirmation of Employment.					
Performance Bonus will be paid at the sole discretion of Management upon completion of criteria of star of the month or reference Scheme policies					
Annual Bonus will be paid at the sole discretion of Management upon Annual Performance Review					

Amol Bhanushali
Director
Atrina Technologies Pvt Ltd

ACCEPTED AND AGREED
Ruthvik Salunke

Sundar. Kewat

RAVINDRA BHARTI EDUCATION INSTITUTE PVT. LTD.
Head Office: 327, HBC Tower, Hirabaugh Chowk, Opp. Pune Stock Exchange, Swargate, Pune Maharashtra 411 002 INDIA

Date: 04 Jun 2021

Ref No: BI/HR/66AL/

SUNDAR SHIVRATAN KEWAT

Appointment Letter

Dear **SUNDAR SHIVRATAN KEWAT**,

We are pleased to appoint you as **Faculty** with effect from **02 Jun 2021.**

Your employment in our organization shall be governed by the following terms and conditions, which may be amended from time to time at the discretion of the Management.

1. You shall be initially on probation for a period of 180 days, before being considered for absorption as a regular employee. However, the organisation reserves the right to extend the probation, if required.
2. Unless it is communicated to you that you are confirmed in writing, you will be deemed to be under probation.
3. **You shall perform with diligence such duties as the position you hold and such other duties that may be assigned to you depending on the exigencies of work.**
4. You are liable for transfer or deputation to any of our offices located in India presently established or in future at the discretion of the Management.
5. You shall be paid a total remuneration (CTC) of Indian Rupees 20000 /-
6. Salary breakup shall be provided after joining.
7. No leaves shall be taken during probation period.
8. After confirmation of service you shall be entitled to leaves as per company policy.
9. You shall attain superannuation at the age of 58 years.
10. Termination of your services by the management without notice would arise in the event of :
    1. You are being found medically unfit during pre-medical test
    2. Any contravention of the rules mentioned in standing orders
    3. Any other proven misconduct as per standing orders
11. You shall not disclose any confidential and proprietary information to anyone who is not authorized to obtain the same. You would be required to sign a Non-Disclosure Agreement (NDA) in this regard at the time of your joining the organization.
12. The organization reserves its right to amend the grade, designation, and salary structure offered to you from time to time.
13. You shall be governed by the rules and regulations of the organization as stipulated in the standing orders, employee handbook, or in any other manner that are currently in force or amended in future from time to time.
14. The appointment is made on the understanding that the information given by you is correct / true and complete. If found incorrect, this appointment may be withdrawn before you join service with us, or your services may be terminated at any time after you have taken up employment with us.
15. If, for a period of 5 consecutive working days you are absent without sanction of leave or overstay, you shall lose your lien on your employment, and shall be deemed to have abandoned employment voluntarily.

16. You shall take excellent care of and be responsible for the work equipment, official documents, tools, and other items/materials entrusted to you.
17. This offer is made in duplicate. Please return the duplicate copy duly signed by you as a token of your having read, understood, and accepted the terms & conditions of this appointment offer.

Ravindra Bharti Education Institute Pvt. Ltd. welcomes you and offers a pleasant atmosphere to work and hope that the association will be mutually beneficial and meaningful.

With best wishes,

For Ravindra Bharti Education Institute Pvt. Ltd.,

Ravindra Bharti Education Institute Pvt. Ltd. Pune

Sanjeev Mahajan

General Manager

I hereby accept the terms and conditions of the employment mentioned in this order.

SUNDAR SHIVRATAN KEWAT

RAVINDRA BHARTI EDUCATION INSTITUTE PVT. LTD.
Pune Office: 4010, Marvel Fuego, Opp Seasons Mall, Magarpatta Pune 411028 INDIA

Date: 24 Nov 2022

Ref No BSM/HR/2022-01-22/LETTER00113#

Confirmation Letter

To:

Sundar Shivratan Kevat

Faculty

Education Service

Date of Joining - 02 Jun 2021

Dear Sundar Shivratan Kevat,

We are pleased to inform you that your employment with Ravindra Bharti Education Institute Pvt Ltd. is confirmed with effect from 29 Nov 2021.

All other terms & conditions of your employment shall remain unchanged.

We are sure that you shall continue to excel in your area of work, work further contributions and grow with Ravindra Bharti Education Institute Pvt Ltd.

With best wishes,

For Ravindra Bharti Education Institute Pvt Ltd.,

Ravindra Bharti Education Institute Pvt. Ltd. Pune

Abhishek Bubane

Vice President - Operations

Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2362540

Letter of Intent ("LOI")

Dear Charleson Matla,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as"Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2362540**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2362540**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2362540**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Name :- Sharan Ramesh Devadiga. | Mcom Banking And Finance.
Roll No. :- 23310A1018 | Phone. No. :- 9820179428

Human Resources
Registered Office
B6, 7th Floor, Nirlon Knowledge Park,
Goregaon (East), Mumbai – 400063
CIN No: U72900MH2009FTC192938

T +91 22 6175 7999
F +91 22 2653 2215
Email:csil@citi.com

Citicorp Services India Private Limited

19/05/2023

Sharankumar Devadiga

Shivpujan Shukla chawl asalpha ghatkopar (W)

Mumbai, Maharashtra 400084

Dear Sharankumar,

We would like to thank you for giving us the opportunity to meet with you, and discuss a possible employment opportunity with Citicorp Services India Private Limited (hereinafter referred to as 'Citi').

We are pleased to make an 'Offer' to you on the following terms and conditions, which will govern your employment with Citi and will be effective from your date of joining Citi:

- Career Level: C04
- Location: MUMBAI
- Entity/Group: Citicorp Services India Private Limited
- CTC (INR)*: 472,270

* For the details of your compensation i.e. CTC please refer Annexure.

Upon your acceptance of this Offer, and subject to successful completion of all pre-requisites to the satisfaction of Citi, the effective date of your joining will be as mutually agreed upon.

You shall comply with and abide by:

a. all policies of Citi (and changes/revisions thereto effected from time to time),

b. the Code of Conduct for employees and changes/revisions thereto effected from time to time, as applicable to your grade, during the course of your employment with Citi.

During the course of your employment with Citi, you will work exclusively for, and in the interest of, Citi and maintain confidentiality as to the business of Citi and its customers, as required by Citi. You will not associate yourself in any activities which in the opinion of Citi are harmful or detrimental to the interests of Citi.

You are not entitled to be employed with another employer or be interested directly or indirectly in any other business or vocation.

Citi shall have the right, but not the obligation to transfer/second you, as the case may be, to any function, business group, any other location within India, or to its affiliate and subsidiary organizations, at any time in the future.

As a prerequisite for joining the employment, Citi will make confidential reference checks and background verification, including your stated academic credentials and professional career and achievements. Hence, your date of joining Citi is contingent upon entering the requisite data on First Advantage website and/or any third party authorized by Citi for this purpose (**"Service Provider"**) for initiation of the above reference checks and background verification**. This offer would stand revoked if the requirement is not fulfilled within (5 days) from the time of receipt of email intimation.

Human Resources
Registered Office
B6, 7th Floor, Nirlon Knowledge Park,
Goregaon (East), Mumbai – 400063
CIN No: U72900MH2009FTC192938

T +91 22 6175 7999
F +91 22 2653 2215
Email:csil@citi.com

Citicorp Services India Private Limited



Employee Conduct

Citi takes workplace conduct and behavior very seriously, which is fully articulated within Citi's Code of Conduct. Specifically, Citi strives to be the best for our customers and clients, while also facilitating a strong culture of compliance, governance, and ethical conduct.

Citi and our regulators around the world expect our employees to conduct themselves in a manner that supports this objective and also builds and supports their own personal reputation and integrity. Citi also expects all of its workplaces to be inclusive environments where employees treat each other with mutual respect, and always operate in the best interests of our clients and shareholders. Citi promotes various channels through which concerns can be escalated, including confidentially, and fully expects employees to utilize these escalation channels in a timely manner without fear of retaliation.

As a Citi employee, you are expected to align your personal conduct to these objectives and comply with all Citi's policies and standards, including the Code of Conduct. You acknowledge that if you breach or fail to comply with any Citi policy or standard, there may be serious consequences including being subject to disciplinary action, up to and including termination of employment.

Sincerely,

Pooja Gaikwad
Vice President
Human Resources
On Behalf of: Citicorp Services India Private Limited

I hereby accept the offer of employment on the terms set out above.

Sharankumar Devadiga
{Candidate Signature Date}
signHere1

DABZON INDIA

DABZON INDIA
Pune, Maharashtra
Date: 22-June-2023

Dear Aditya,

Offer Letter: Manager and Finance Head

We are thrilled to extend this formal offer for the position of Manager and Finance Head at Dabzon India, Pune. After careful consideration of your qualifications, experience, and the excellent discussions we've had, we believe that you are the perfect fit for our team.

Position: Manager and Finance Head

Location: Pune, India

Start Date: 22nd June 2023

Gross CTC: 320,000/-

Salary Increment:

You will receive a 10% annual increment, subject to your performance review and company policies and annual performance bonus.

Job Responsibilities:

- Oversee all financial operations of Dabzon India in Pune, ensuring compliance with legal and company standards.
- Develop and implement financial strategies to drive business growth and profitability.
- Prepare financial reports, budgets, and forecasts for management review.
- Manage cash flow, accounts payable, and accounts receivable processes efficiently.
- Collaborate with department heads to optimize financial performance across the organization.
- Ensure adherence to tax regulations and manage the preparation and submission of tax returns.
- Supervise finance team members and provide leadership and guidance as needed.

DABZON INDIA

We are confident that your extensive experience in finance management, strategic thinking, and leadership skills will greatly contribute to our company's success. Your proven track record of achieving results and driving operational excellence aligns perfectly with our organizational goals.

This offer is contingent upon the successful completion of a background check and any other pre-employment requirements. Please review the enclosed documents carefully, including the job description and benefits package. If you accept this offer, please sign and return the enclosed copy of this letter.

We are excited about the opportunity to welcome you to our team and are confident that you will make significant contributions to our company. If you have any questions or need further clarification, please feel free to contact me at [Your Contact Information].

Please refer to Annexure-I for the detailed salary and benefits.

Once again, congratulations on your offer, and we look forward to your favorable response.

Sicerely,

BRIJESH MISHRA

DIRECTOR

9513444495



NO.3, ARIHANT APARTMENT, SHASTRI NAGAR, KESHAV NAGAR, KASARWADI, PUNE-411034

DATAMATICS

Ref No.: MUM/OFFER/MAY24/012

2nd May 2024

Ms. Simran David Farro
103 Farro House,,
Chandi Agar, Salt Pen Road, Siddhivinaya,
Opp. Sangam Nagar Police Chowki mumbai 400037

Dear Simran

Welcome to Datamatics, the first and only Indian organization to have won the prestigious International Asia Pacific Quality Award (IAPQA) in the services category, which included IT/ITES, Banks, Insurance companies and other services organizations. This is a unique achievement in the history of the Indian IT industry, as it was won competing against hundreds of companies from 38 countries including the US, Japan, Australia, New Zealand, Israel, South Korea, Peru, Mexico, China, Russia and Canada.

For Datamatics, Quality is not just a destination but a journey in which every Datamatician contributes. We invite you to be part of this journey!

This has reference to your application and subsequent interviews you had with us. We are pleased to appoint you as **"Trainee"** in the Grade **"TR"** on the following terms and conditions:

1. You shall be an "Apprentice" under Model Standing Orders.

2. You will undergo on the job training with the Company for a period of **one year** from the date of your appointment. The Management reserves its right to extend the period of your training at its sole discretion without assigning any reason.

3. During the training period you will be paid a stipend & allowances as per **Annexure 'A'.**

4. During the training period, you will not be entitled to any other allowance and/or benefits as may be enjoyed by the employees of the Company. You will be entitled to leave from the date of joining as per the leave policy.

5. Your employment will be terminable by giving written notice of 30 days as stipulated in the separation policy or as per the changes communicated in that policy from time to time or salary in lieu thereof; by either side. Since the purpose of notice period is to ensure business continuity, in the eventuality of you separating from the Company of your own accord, serving of notice period shall be compulsory unless the Company after due consideration, agrees to accept payment in lieu of notice period. You agree and undertake to work with the company during the aforesaid term of notice. You shall not be allowed to adjust any kind of leave against the notice period. However, your services can be terminated without any notice period, as per clause 13 and 14 below. In the event that you abscond or leave the services of the Company without proper notice as provided herein, the company will initiate legal proceedings against you and all costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during the course of your employment.

6. During your training period, you shall be liable to be rotated in different departments, locations and shifts with the sole purpose of acclimatizing and training you in the working of different departments, locations and shifts and you shall observe working hours of the shift in which you may be placed. You would avail weekly off on such day as may be fixed by the Company from time to time. You will carry out your training assignment with utmost sincerity, diligence and honesty and to the satisfaction of the management.

ANNEXURE 'A'

Employee Name	Simran David Farro
Grade	TR
Designation	Trainee
Department	CFO BACK OFFICE
LOS	FAS

	CTC Components	Monthly (Rs)	Annually (Rs)
A	Basic Pay	13,534	1,62,408
B	HRA	677	8,120
C	Personal Allowance	-	-
D	**Gross Salary (A+B+C)**	14,211	**1,70,528**
E	Bonus	1,128	13,534
F	Company's Contribution to PF	1,624	19,489
G	Company's Contribution to ESIC	462	5,542
H	Company's Contribution to Gratuity*	651	7,812
I	**Total (E+F+G+H)**	3,865	**46,377**
	Cost to Company (D+I)	18,076	**2,16,905**

*Gratuity shall be paid in accordance to the Payment of Gratuity Act, 1972.

**Bonus is payable annually as per Payment of Bonus Act 1965.

Benefits:

a) Insurance as per company policy.

I agree and accept employment and will report for duty on _____

Signature: _____ Date: _____

Fw: Careers at USI Tax : Open Talent Network (OTN) || Congratulations !

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sun 4/28/2024 2:25 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

1 attachments (3 KB)
image012.png;

FYi and updating PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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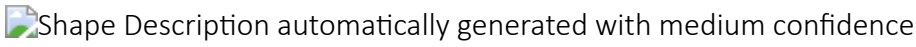
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From: Pankti Pant <panktipant2001@gmail.com>
Sent: Sunday, April 28, 2024 2:12 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Fwd: Careers at USI Tax : Open Talent Network (OTN) || Congratulations !

---------- Forwarded message ---------
From: **USI Tax Campus** <usitaxcampus@deloitte.com>
Date: Thu, 22 Feb, 2024, 11:51 am
Subject: Careers at USI Tax : Open Talent Network (OTN) || Congratulations !
To: panktipant2001@gmail.com <panktipant2001@gmail.com>

Deloitte logo

Deloitte US-India offices | February 22, 2024



Open Talent Network (OTN)
Congratulations !

Dear Pant, Pankti,

Congratulations ! You have cleared the USI Tax : Open Talent Network's interview process and are one step closer to unlock your potential at Deloitte.

Please stay tuned to your mailbox for further details from us.

In case of any queries, please write to us at usitaxcampus@deloitte.com

Best regards,
Talent acquisition team
Deloitte US-India Offices

#DiscoverYourImpact



Ranked #3 amongst business/commerce students and #6 amongst MBA students in India (2023)

Ranked #6 in India (2022)

One of the Top 10 Best Companies for Women in India (BCWI) for the fifth time (2021)

Awarded 'gold' for 2nd year in a row (2022) as one of the most inclusive companies for LGBTQIA+ community in India

Ranked #7 among World's Best Workplaces™ (2022)



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v.E.1

Name: Sadiya Mohd. Ali Shaikh.
Roll no.: 22312A1021
Advanced Accountancy (M.com Second year)

ECHOBOOOM MANAGEMENT & ENTREPRENEURIAL SOLUTIONS PRIVATE LIMITED
Email: info@echobooom.com

Date: 4th July, 2022

To,
Sadiya Mohdali Shaikh

Address:
Room no. 788, BPT Railway Line,
Gate no. 4, Wadala, Mumbai 400037.

Mobile: 9967359101

Appointment Letter

With reference to your application and subsequent interview with us, we are pleased to offer you letter of appointment in the services of the company on the following terms and conditions:

1. You will be designated as **"Executive - Administration"**
2. You will be under Probation for a period of **3 months**.
3. Your duties and responsibilities shall be as the company assigns to you from time to time.
4. You shall commence your duties from the date of joining i.e. **4th July 2022.**
5. **Pay & Emoluments:** You will be entitled to the salary as per annexure attached herewith.
6. For **Provident Fund, Mediclaim Insurance, Gratuity, etc.** you will be governed by the rules / schemes of the company as applicable to your category of the employees, from time to time.
7. No other **Benefits / Allowances** will be applicable unless sanctioned by the company in writing.
8. Your present place of posting will be at **Mumbai Office.**
9. Your performance during the period of probation of **3 Months,** will be reviewed and based on the same you are liable to be confirmed on the permanent rolls of the company or extended, at the sole discretion of the company, confirmation of services will not be deemed to have taken place unless and until, informed to you, in writing.
10. Your employment is based on bond of 1 year in the event of your leaving our employment during this 1 year the same can be done by giving one-month notice.
11. As a confirmed employee, in the event of your leaving our employment or where the company desires to terminate your services for any reason whatsoever, the same can be done by giving **One Month** clear notice in writing by either party.
12. Any rules, regulations and orders promulgated by the company and applicable to employees of your level/cadre, will be application to you as though these rules, regulations and orders were a part of this contract of employment. This appointment is subject to the express condition that no claim is made for compensation for over time attendance, nature of work, holiday and accidents or hazards of occupation except according to statutes.
13. You will not, during employment with the company in terms of this letter-except so far as may be proper in the ordinary course of business and for the interest of the company- or at any tie thereafter, divulge or make known any information, secret process any or any information in any way whatsoever relating to the company or its business/ and/ or any of its customers and / or any information's or data and materials and / or any sketches, drawings, specification's etc., which come

to your knowledge relating to the company's manufacturing process or any products or goods, and in the course of your employment, you shall always maintain strict secrecy regarding any technical or other business information gained or acquired by you or imparted to you in the course of your employment both during or after your employment with the company in terms of this letter.

14. The assignment offered to you is on a **full-time** basis.
15. You will not acquire any patent rights in relation to any company's products, or service to be performed
16. This appointment is subject to your being certified medically fit at the time of joining.
17. You will automatically retire from the service of the company on attaining the age of 58 years, as per proof of age submitted to the company.
18. Any change in your residential address must be communicated to HR Department in writing with supporting proof.
19. This appointment will cease immediately when any of the statement made or particulars given in your application are found to be non-factual or incorrect.

Please signify your acceptance of this appointment in the above-mentioned terms and conditions by signing and returning the duplicate copy of this letter in the space provided below.

We welcome you in this organization and wish you a successful career with us.

Yours faithfully,



For **Echobooom Management and Entrepreneurial Solutions Private Limited,**

Name: Richa Shetty
Designation: Chief Operating Officer

ECHOBOOOM MANAGEMENT & ENTREPRENEURIAL SOLUTIONS PRIVATE LIMITED

Email: info@echobooom.com

Monthly Salary Annexure

Earnings		Deductions	
Basic	8,750	TDS	-
HRA	4,375	Advance	-
Education Allowance	2,625	PT	200
Travelling Allowance	1,750	Leave	-
Arrears	-		
Total Earnings (A)	**17,500**	**Total Deductions (B)**	**200**
Net Salary (A-B)			**17,300**

BT
01
Ruchita

Date: 01st July 2022

Ms. Ruchitha Kosari
Bldg no 92, Floor 3,
Room No 35, Sudama Bhuvan,
Lalbaug, chinchpokli (E),
Parel, Mumbai – 400012

Dear **Ruchitha Kosari,**

With reference to your interviews and discussions with us we are pleased to offer you the position of **"RCM Executive"** on the terms and conditions as set forth below:

1. **Date of Commencement** : **11th July 2022**

2. **Bond Period** : You will serve eClinicalWorks India Pvt ltd for a minimum period of 1 year, from the date of execution under the bond. As a guarantee you agreed to pay a cheque amounted **2 months gross salary** as security. In the event of the said cheque being required to be deposited on account of breach of the bond, then the company will be at liberty to treat the said amount as being due and payable by you to the company by way of Debt and the company will be at liberty to file recovery proceedings in this regard.

3. **Period of Offer** : The period of offer is as follows:

i You will be initially trained for a period of three months from the date of Commencement mentioned herein above. If you complete the training successfully to the satisfaction of the Company (of which the Company will be the sole judge), you will thereafter be placed on probation for a further period of three months. If you do not complete the training successfully, then your trainee services will be determined upon the efflux of the said training period. If you complete the probation period successfully to the satisfaction of the Company (of which the Company will be the sole judge) and if you are found to be fit for confirmation after due assessment, you will be confirmed in employment. If you do not complete the probation period successfully, then your probationary services will be determined upon the efflux of the said probationary period.

Annexure

Name: Ms. Ruchitha Kosari

Annual CTC

	Particular	Yearly (Amount in Rs.)
a.	Basic	175,920
b.	HRA	87,970
c.	Medical Reimbursements	15,000
d.	Company's Contribution to PF @ 12%	21,110
Total		**300000**

The above remuneration is subject to deduction of Income Tax, Professional Tax, PF and any other taxes as per law subsisting from time to time.

It is understood that the Company offers the CTC herein above stated. The components of CTC could change, though its quantum will not, depending on the Company HR policies, tax law, industry practice etc. at the discretion of the Company and subject to any such change being consistent with tax and other applicable regulations.

A Subsidiary of EKOSTAY LLP

403 Sumer Kendra, Worli

hr@ekostay.com

Date: 09th October, 2023

SUB: LETTER OF APPOINTMENT

Dear Ms. Srujana Pasikanti

We are pleased to appoint you in our Company “EKOSTAY LLP” as “Accounts Executive”
Please note that the employment terms contained in this letter are subject to Company policy.

1. APPOINTMENT

a. Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 20th October, 2023. Your working days will be 6 days a week from 11 am – 7 pm.

b. In the first and the last week you will be required to put extra hours to meet the targets.

c. The first 2 months starting from 20th October, 2023 would be your probation period. After the probation period a 6-month bond will be signed between you and Ekostay LLP.

2. COMPENSATION

a. You will be eligible to receive Rs. 2,28,000/- per annum in the first 3 months. After 3 months your CTC will be revised to Rs. 2,40,000/- per annum. This amount will normally be paid on the 10th of each month, except if that day is a weekend, where the next working day will be the pay date.

b. Salary of the Probation period will be paid 45 days after the date of joining.

c. You are eligible to receive holidays on Sundays.

d. Increments will be done yearly purely on the basis of performance.

3. RESPONSIBILITIES (Not Limited to):

- Daily operations, accounting data entry in respective templates / software.
- Month and end-year process
- Accounts payable/receivable
- Cash receipts
- General ledge
- Improve systems and procedures and initiate corrective actions
- Meet financial accounting objectives
- Establish and maintain fiscal files and records to document transactions
- Work on vendor management.
- Work on bills verification
- Handle the daily expense verification
- Work on the filing of bills
- Handle the miscellaneous account work
- Bank Reconciliation
- Income Reconciliation
- Payment validation
- Validate incentives of salesperson
- TDS and GST Reconciliation

4. CONFLICT OF INTERESTS

Outside work is not allowed for any entity or person. You should avoid any conflict of interest in your personal and professional dealing.

5. GENERAL

a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.

b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.

c. Employees shall not disclose/ share any information in whatsoever format to any other entity / individual at any cost.

6. NOTICE PERIOD

If at any time the company wishes to terminate your employment, they can do so by serving a notice period as the company deems fit. However if the employee wishes to terminate their employment, they can do so by serving a 60 working day notice period. If an employee absconds without serving the notice period, the employee will not be eligible for any renumeration whatsoever.

EKOSTAY LLP reserves the right to pay or recover salary in lieu of notice period. You will not be allowed to adjust your leave balance against the notice period to shorten it. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

7. ON SEPARATION

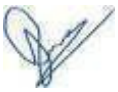
On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, content, books, documents, Doc’s access, market data, literature, drawings, and effects or shall not make or retain any copies of these items.

8. TERMINATION

In case of breach of contract / terms the employee will be suspended/expelled with immediate effect.

Congratulations on joining team EKOSTAY and we look forward to working in a healthy and prosperous environment of mutual benefit.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.



Name of Signatory : Husain Khatumdi

Designation : Partner

Name : Prajval Devadiga. Mcom. Banking And Finance

Roll. No. :- 23310A1038 Phone. No.:- 9004168733

CSO- KRA

5 messages

Komal Yashwant Mohite <Komalm@equitasbank.com> Thu, 4 May 2023 at 11:55
To: prajvalpdevadiga@gmail.com <prajvalpdevadiga@gmail.com>

Dear Prajval,

Kindly provide the acceptance on the following KRA.

Role	Category	Category Weightage	Parameters	Parameter Weight %	Metro	Urban	SU	Rural
CSO	Service Quality	10%	Welcome calling and onboarding Customers (100% of NTB A/cs of the Branch)	10%	-	-	-	-
CSO	Quantitative Parameters	35%	MoM CASA NTB (Nos)	7.5%	8	8	8	6
CSO		35%	Incremental MoM CASA AMB Value (Through NTB Accounts) (Rs Lacs)	20%	4	4	3	2
CSO		35%	LI + GI+ MF + Assets - Net Revenue in Rs lacs (Total Yearly Income)	7.5%	1.8	1.5	1.2	1
CSO	Portfolio Management	20%	3% MoM TRV Growth of Mapped Book	10%	-	-	-	-
CSO		20%	Mapped Book Customer meetings Coverage	5%	-	-	-	-
CSO		20%	Primary (30%), Active (60%) and PH of min 2 for 40% of Mapped Book	5%	-	-	-	-
CSO	Compliance and Controls	35%	Audit Ratings: Branch Medium Risk or below - Branch Medium Risk or below ,Follow the process as process and keep all the records available for checking - Timely Revert and rectification of audit findings	20%	-	-	-	-
CSO		35%	Nil adverse Audit observations in Cash Txns/Branch daily operations/Daily Reporting	15%	-	-	-	-
				100%				

Regards,

Komal Mohite

HUMAN RESOURCES
CARE & CONNECT

+91-8082064987

Unit no 3, Town Centre, Andheri Kurla road, Mittal Industrial Estate, Marol, Andheri East, Mumbai – 400059

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Equitas Small Finance Bank
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Prajval Devadiga <prajvalpdevadiga@gmail.com> Thu, 4 May 2023 at 15:04
To: prasad.a.shetty@gmail.com

[Quoted text hidden]

Prajval Devadiga <prajvalpdevadiga@gmail.com> Thu, 4 May 2023 at 15:10
To: Komal Yashwant Mohite <Komalm@equitasbank.com>

[Quoted text hidden]

> I Accept your Offers.

Prajval Devadiga <prajvalpdevadiga@gmail.com> Sat, 6 May 2023 at 18:56
To: Komal Yashwant Mohite <Komalm@equitasbank.com>

I accept your offer.

On Thu, 4 May 2023 at 11:55 AM, Komal Yashwant Mohite <Komalm@equitasbank.com> wrote:
[Quoted text hidden]

Prajval Devadiga <prajvalpdevadiga@gmail.com> Mon, 8 Jan 2024 at 14:03
To: prajval.devadiga@equitasbank.com

---------- Forwarded message ---------
From: **Komal Yashwant Mohite** <Komalm@equitasbank.com>
Date: Thu, 4 May 2023, 11:55
Subject: CSO- KRA
To: prajvalpdevadiga@gmail.com <prajvalpdevadiga@gmail.com>

[Quoted text hidden]

Outlook

Fw: Opening for Internship at Finhaat Technologies Pvt Ltd.

From Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Date Sat 9/21/2024 11:06 AM
To Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Sapna,

Plz check ad update PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: HR finhaat <hr@finhaat.com>
Sent: Saturday, September 21, 2024 10:53 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Opening for Internship at Finhaat Technologies Pvt Ltd.

Dear Dinesh,

We have 3 students from VSIT who have joined Finhaat Technologies Pvt Ltd.

- Afnan Shaikh
- Sarthak Raut
- Pranav Shinde

On Fri, 20 Sept 2024 at 12:59, HR finhaat <hr@finhaat.com> wrote:

> Dear Dinesh,

Job / Internship Announcement Form Batch-2025

Name of the Organization: Finhaat Technologies Pvt. Ltd

Office Address: 101, 1st Floor, Om Sadan, Mehra Estate, B/h Jaswanti Landmark, L.B.S Marg, Vikhroli West, Mumbai 400079
Contact Person (Name and Designation): Vibha Manchekar – Sr. HR Manager

Contact No. 9820875775

Email ID: hr@finhaat.com/vibha.manchekar@finhaat.com

Role: Software Developer

3 Month Internship (Stipend - 15000), on successful completion of Internship they will be confirmed on payroll (CTC Offered - 4 LPA)

Eligible Courses: (B.Tech) - IT/ Computer Science

Procedure: After selection of Candidates, there will be a test link that would be shared with the students, once they have cleared the aptitude test , F2F round of interview will be done with CTO at Vikhroli Office

On Fri, 20 Sept 2024 at 09:37, Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

> That great...so once students get selected for final placement as and when you inform, we will freeze the candidate for you.
>
> Please do share the hiring proposal with me.
>
> **Regards,**
>
> **Dinesh Sukumaran**
> Head Training and Placement
>
> VSIT | Vidyalankar School of Information Technology
>
> Vidyalankar Educational Campus
> Vidyalankar College Marg
> Mumbai – 400 037.
> Mob. No. : 8928859766
> www.vsit.edu.in
>
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>
> ---
>
> **From:** HR finhaat <hr@finhaat.com>
> **Sent:** Friday, September 20, 2024 9:24 AM
> **To:** Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
> **Subject:** Re: Opening for Internship at Finhaat Technologies Pvt Ltd.

Dear Dinesh,

Leaving students by half day on Thursday and Friday is not an issue for us.

Students will be on Payroll only after successful completion of internship.

On Fri, 20 Sept 2024 at 09:20, Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

> Hi,
> Thank for connecting.
> Yes we can allow our current batch TY students to pursue internship which can lead to PPO.
> As we are an affiliated institute to University of Mumbai, so students need to be in campus on every Thursday and Friday. It could be a half day engagement.
>
> I hope its viable, please let me know. Also share the internship leading to PPO hiring proposal.
>
> **Regards,**
>
> **Dinesh Sukumaran**
> Head Training and Placement
>
> VSIT | Vidyalankar School of Information Technology
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From: HR finhaat <hr@finhaat.com>
Sent: Thursday, September 19, 2024 5:10 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Opening for Internship at Finhaat Technologies Pvt Ltd.

Dear Dinesh,

We are looking for students from the new batch for internship with continuation on payroll with the company.

Request you to let me know if there are candidates for the same.

--

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Sachin Singh – 22310A1012

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Date : 15-May-2023

LETTER OF OFFER
Private & Confidential

Dear Sachin Rambrij Singh,

This has reference to the discussion and as agreed by you on dated **15-May-2023** for the post of **Officer** subject to the following terms and conditions namely:-

1. Grade/ Level: **Officer**

2. Probation: Six (6) months from the date of employment. However, this period of probation may be extended subject to performance review by your reporting officer during the probationary period. During the probationary period, you will be bound by the rules and regulations of the company applicable for a probationer.

3. Confirmation: Upon satisfactory completion of the probationary period, your employment shall be confirmed in writing.

4. Place of Service: Initially you will be placed in **Mumbai** and you shall be liable to be transferred to any regional office or branch office at any point of time at the discretion of the management.

5. Compensation: Your compensation at the time of joining is 250000/- p.a. The break-up of compensation is given in the ANNEXURE - I.

6. Notice Period: Employee is expected to serve the requisite notice period as per company policy. If an employee fails to serve the defined notice period, FINO Payments Bank Ltd. may recover payment in lieu of any unserved period of notice.

7. After confirmation, services of any employee would be liable to be terminated by the company on the grounds of poor job performance, prolonged illness, conflict of interest, by giving 30 day notice or on payment of an equivalent amount i.e. last drawn salary in lieu of the notice period and it would be Fifteen (15) days in case of probation employee. In case an employee is found guilty of misconduct/ as envisaged in the disciplinary procedure, the employer is not bound to give notice or payment in lieu of the notice period.

8. Hours of work, Leave and other benefits: You will be entitled for leave and other benefits as per the scheme and rules of the company applicable from time to time. You will also be governed by various rules and regulations of the company pertaining to daily attendance, discipline, code of conduct, etc.

9. Professional Ethics and Confidentiality: Whilst you are in the employment of the Company, you are not permitted to carry on any business or profession or enter, whether part or full time, in any capacity, the services of, or be employed by or engaged with any other firm, Company or person. You will devote your whole time and attention to your office work to promote the interest of the Company and will not divulge to any person or utilize any of the company secret or other related information outside the company to any third party. You will also be barred from joining any firm, company or institution promoted, managed and/or controlled by the business competitors of the company till the expiry of six (6) months from the date of cessation of your employment with the Company. You must always protect the confidentiality of proprietary and confidential information you obtain or create in connection with your activities for FINO Payments Bank Limited, in accordance with the applicable law. Your obligation to protect FINO Payments Bank Limited proprietary and confidential information continues even after you leave the company, and you must return all proprietary information in your possession upon leaving FINO Payments Bank Limited.

Fw: GDTC - Recruitment Proposal for VSIT

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Fri 4/12/2024 9:26 AM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Plz update PI data

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Sakshi Vargante <sakshi.vargante@godigitaltc.com>
Sent: Thursday, April 11, 2024 5:42 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>; Careers <careers@godigitaltc.com>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hello Dinesh Sir,

We have shortlisted **Soham Patil** for Internship.

Also, we regret to inform you that none of the **Data Engineer** candidates got shortlisted in the Technical Round due to inability to solve the coding questions.

Kindly ask the **DevOps Engineer** candidates to share the Technical task with me on mail.

Thank You,
Sakshi Vargante.
Go Digital Technology Consulting LLP
https://godigitaltc.com/

From: Sakshi Vargante <sakshi.vargante@godigitaltc.com>
Sent: Monday, April 8, 2024 2:37 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>; Careers <careers@godigitaltc.com>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hello Dinesh Sir,

PFB the names of the **Full Stack Developer** candidates selected for In-Office Technical Round:

Candidate Names
Sanket Sawadkar
Soham Patil
Arati Gupta

Please ask the candidates to visit our office as per below details:

Date: 10th April, 2024 i.e. Wednesday.

Time: 10:00 am

Office Address: Redbrick Offices, One World Center, 4th floor, Tower 2B-South Annex, Senapati Bapat Marg, Lower Parel, Mumbai 400013.

Office Map: https://maps.app.goo.gl/UP6ZmdbLHUKt4LEc7

Please ensure that the candidates bring their own Laptop with the following software installed to complete the task and Updated copy of Resume.

Node js
Java 1.8 or higher
SQL server or MySQL or MongoDB
Any IDE for JAVA development - Eclipse / STS
Any IDE for frontend development - Visual studio code

Also, **Shubham Pallati** is not selected in the Technical Round due to inability to solve the coding questions.

Thank You,
Sakshi Vargante.
Go Digital Technology Consulting LLP
https://godigitaltc.com/

From: Sakshi Vargante <sakshi.vargante@godigitaltc.com>
Sent: Thursday, April 4, 2024 12:03 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More

<spruha.more@vsit.edu.in>; Careers <careers@godigitaltc.com>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hello Dinesh Sir,

PFB the names of the **Data Engineer** candidates selected for In-Office Technical Round:

Candidate Names
Shravani Dhaktode
Akbar Khan
Dilip Sahu
SWATI MISHRA
Tanishka Gurav

Please ask the candidates to visit our office as per below details:

Date: 09th April, 2024 i.e. Tuesday.

Time: 11:00 am

Office Address: Redbrick Offices, One World Center, 4th floor, Tower 2B-South Annex, Senapati Bapat Marg, Lower Parel, Mumbai 400013.

Office Map: https://maps.app.goo.gl/UP6ZmdbLHUKt4LEc7

Please ensure that the candidates bring their own Laptop to complete the task and Updated copy of Resume.

Also, we have shared the Technical Task with the **DevOps candidates Saheb Singh & Arpita Singh** on their mail. Kindly ask the candidates to complete the test **by 7th April,2023 before 4:00pm.**

Thank You,
Sakshi Vargante.
Go Digital Technology Consulting LLP
https://godigitaltc.com/

From: Sakshi Vargante <sakshi.vargante@godigitaltc.com>
Sent: Thursday, April 4, 2024 11:32 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>; Careers <careers@godigitaltc.com>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hello Dinesh Sir,

PFB the names of the candidates selected for Technical Round- 2:

Full Stack Developer-

Candidate Names
Manan Sharma
Sanket Sawadkar
Arati Gupta
Pallavi Dasari
Soham Patil

Angular Developer-

Candidate Name
Shubham Pallati

We have shared the Technical test link with the mentioned candidates on mail. Please ensure that the candidates complete the test within the given timeline **.i.e. by 05th April before 11:30pm**.

Thank You,
Sakshi Vargante.
Go Digital Technology Consulting LLP
https://godigitaltc.com/

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, April 2, 2024 4:54 PM
To: Sakshi Vargante <sakshi.vargante@godigitaltc.com>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>; Careers <careers@godigitaltc.com>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hello Sakshi,
Thank you for the information. I am not in office, so Prof. Srupha will be coordinating with you.

@sapna... Pls inform these students about Go digital hiring schedule.

Regards
Dinesh Sukumaran

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From: Sakshi Vargante <sakshi.vargante@godigitaltc.com>
Sent: Tuesday, April 2, 2024 11:33:42 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>; Careers <careers@godigitaltc.com>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hello Dinesh Sir,

PFB the names of the candidates shortlisted for Round- 1(Aptitude Test):

Full Stack Developer-

Candidates Names
Aniket Singh
Kaustubh Nitin Borkar
Pallavi Dasari
Manan Sharma
Sanket Sawadkar
Soham Patil
Aavishkar Baraskar
Arati Gupta
Ninad Karlekar
Yash Mahadik

Angular Developer-

Candidate Name
Shubham Narendra Pallati

Data Engineer-

Candidates Names
Basim Moosa
Dilip Sahu
Sakshi Shinde
Aryan Mane
Jitendra Kannoujia
Shravani Dhaktode
Swati Mishra
Tanishka Gurav
Vipul Bhilare
Prajwal Raut
Vrushali Saoba
Akbar Khan

DevOps Engineer-

Candidates Names
Saheb Singh
Arpita Sharma

Timeline: 03rd April, 2024 before 11:30pm.

We have shared the Test Link with the mentioned candidates on mail. Please ensure that the candidates complete the test within the given timeline.

Thank You,
Sakshi Vargante.

Go Digital Technology Consulting LLP
https://godigitaltc.com/

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, March 30, 2024 9:48 AM
To: Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Cc: Sakshi Vargante <sakshi.vargante@godigitaltc.com>; Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hi Sakshi,
Ref. to your message, awaiting the shortlist for further process.
FYI, from 15th April the final exams will begin, so we would prefer completing the selection drive in the coming week.
please update.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Monday, March 25, 2024 8:38 PM
To: Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>
Cc: Sakshi Vargante <sakshi.vargante@godigitaltc.com>; Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>
Subject: Fwd: GDTC - Recruitment Proposal for VSIT

Hello Shraddha,
Please find attached file with details of participating students.

Regards
Dinesh Sukumaran

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Friday, March 22, 2024 10:17:41 AM
To: Sakshi Vargante <sakshi.vargante@godigitaltc.com>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>
Subject: Re: GDTC - Recruitment Proposal for VSIT

Hello Sakshi,
Please find attached file with details of applicants.
Kindly let me know further process.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

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Mumbai – 400 037.
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From: Sakshi Vargante <sakshi.vargante@godigitaltc.com>
Sent: Wednesday, March 20, 2024 11:12 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Vishakha Chauhan <vishakha.chauhan@godigitaltc.com>; Shraddha Tiwari <shraddha.tiwari@godigitaltc.com>; Vinayak Krishnaswamy <vinayak.k@godigitaltc.com>
Subject: GDTC - Recruitment Proposal for VSIT

Hello Sir/Madam,

We are looking for Internship cum recruitment option with your college for the 2024 batch.
Let us know how can we proceed further. Below are the details for the offering.

Note: Candidates should be from Mumbai/Pune ONLY.
We are looking for the following roles.
1. Angular Developers
2. Full Stack Developers
3. DevOps Engineers
4. Data Engineers

About the Company:
Go Digital Technology Consulting LLP is a respected professional services firm offering Business Intelligence and Big Data Analytics consulting solutions. Our goal, first and foremost, is to help our clients be successful by taking the vast amounts of data they collect and transform that data into information and insight.

We're especially proud of our people, who are leading experts and published authors in the data analytics field. Our leading consultants have, on average, been in the Business Intelligence (BI) industry for more than 10 years. Our Principals have helped spearhead the movement from traditional data gathering and dissemination to Big Data. We believe that more than most, we can help you consolidate and organize the massive amounts of structured and unstructured data at your

disposal into a meaningful understanding of where your enterprise is, what it needs to prosper, and how it can get there.

The hallmark of our success is built on customer satisfaction and building a lasting trust in a working partnership with our clients. The majority of our new business comes from referrals by customers who have learned first-hand the difference of our service model – complete transparency of the project financials, management and deliverables backed by a team of experts who guarantee their work.

Services:
1. Technology Consulting

2. Application Development & Maintenance
3. Business Intelligence & Data Warehousing
4. Cloud Services
5. Enterprise Systems Integration
6. Big Data Analytics

Company:	**Go Digital Technology Consulting LLP**
Website:	http://godigitaltc.com/
Work Location#1:	Lower Parel, Mumbai
Work Location#2:	Magarpatta City, Pune
Technical Roles:	**Angular Developer:** Angular / Node Js+React **Full Stack Developer:** Backend & Frontend(Adv Java, Node, React, Python, Angular) **Data Engineer:** SQL, Python, Pandas, Numpy **DevOps Engineer:** Aws, Python, Pyspark, SQL & Teraform
Qualifications:	**BSC/MSC/MCA/B-Tech/M-Tech (IT/CS/Electrical) - 2024 BATCH**
Internship Duration:	**2 months**
Internship Stipend:	**Monthly 15,000/-**
Internship to Employment Terms:	Right candidates will be taken on full-time employment after the successful completion and evaluation of Internship period.
Employment CTC:	**4.15 LPA**
Selection Process:	Round-1: Online Aptitude Test - 60 mins Round-2: Online Technical Test - 60 mins Round-3: Offline Technical Evaluation Round-4: HR Round
Contact Details:	Sakshi Vargante - 81042 72494 - sakshi.vargante@godigitaltc.com

Note:

1. The company reserves the right to terminate the internship in the midst of the 2-month period, without any notice at its sole discretion. This is typically used on grounds of poor performance/attitude by the candidate.
2. Any leave taken during the internship/training period is not payable, and the calendar period for internship/training will be extended accordingly.

Attached:

1. Job Descriptions (Angular Developer, Full Stack Developer, Data Engineer, DevOps Engineer)
2. Candidates Profile Tracker

Do let us know how we can proceed further. You can call us for further clarifications.

Thank You,
Sakshi Vargante.
Go Digital Technology Consulting LLP
https://godigitaltc.com/

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Hariharan Thevar Advance Accounting 22312IAD09

GEP

Hariharan Thevar
Chembur,

Date: 28/11/2022 (dd-mm-yyyy)

Subject: Letter of Offer

Dear Hariharan,

Based on our recent discussions with you, we are pleased to extend you an offer to join GEP (dba GEP Solutions Private Limited, hereinafter referred to as 'the Company'), as Process Associate - Procurement Operations. This letter will officially confirm your annual total earning potential and terms of your employment.

Your total compensation as Cost to Company would be **INR** 225,000.00 /- per annum, of which -

Fixed Component: INR 215,000.00/- per annum payable monthly

Performance Linked Pay: INR 10,000.00/- per annum payable bi-annually

All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy.

Your designation, start date, compensation & benefits package will be as indicated on compensation & benefits stack up page.

The terms of your employment are subject to the following pre-conditions *(If applicable)* –

- The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.
- Your date of commencement of employment will be no later than 5/12/2022 (dd-mm-yyyy).
- GEP offers subsidized transport facility to all the employees. Should you wish to avail the same, an amount as per transport guidelines will be deducted from your net monthly salary every month.
- You will be entitled to 21 working days leave per annum. Detailed Leave Policy will be shared with you post your joining.
- You will be on probation for six (6) months from the date of joining GEP. During probation, the notice period will be 30 days and on confirmation, it will be 60 days.
- Please note that incase of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of any relocation assistance, notice buyout or joining bonus (if any), will be recovered as a part of your Full & Final Settlement

- The first Performance Linked Pay / Bonus / Commission will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal).

- Performance Linked Pay / Bonus / Commission is determined by your performance and the payment is in accordance with the achieved ratings and applicable Performance metrics in conjunction with the amount stated above

- Performance Linked Pay / Bonus / Commission Eligibility - You should be an active employee of the firm and should not be serving notice on the date of disbursement of payout.

- The offer of employment will be termed null and void if there is any misrepresentation of facts noted on the employment verification form

- The terms of this letter and this offer are valid for two (2) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing.

- You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.

- You are required to successfully pass the final degree examination without any backlogs on any examination pending to be cleared by you. This offer shall stand withdrawn and cancelled if you fail to clear all your exams at the time of your date of joining under this letter.

- The offer of employment will be termed valid only if you are presumed medically fit to perform your tasks without risk to yourself or others.

- The terms of your employment are subject to successful clearing of Background Verification Check conducted by GEP or any of its representatives or contractors

The Letter of Offer is strictly confidential between you and the Company. Any discussion of your compensation with any third party is a ground for revoking the Letter of Offer.

The Terms & Conditions of your employment will be governed by the Offer Letter and Appointment Letter given to you.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours Sincerely,

Subhash Makhija
Chief Executive Officer

COMPENSATION & BENEFITS STACK UP

Name	Hariharan Thevar
Designation	Process Associate - Procurement Operations

Department	GD - POps - P2P - IND
DOJ	5/12/2022
Contact Details	+91 9920911564

Salary Breakup

Annual CTC	INR 225,000

Sr. No.	Salary Heads	Per Month (INR)	Per Annum (INR)
1	Basic Salary	12,000	144,000
2	House Rent Allowance	0	0
3	Leave Travel Allowance	0	0
4	Statutory Bonus	1,500	18,000
5	Other Allowance	2,617	31,404
Flexible Components			
1	Food Coupon (i)	0	0
Gross Earnings (A)		16,117	193,404
1	Employer's PF cont. (ii)	1800	21600
CTC (B)		17,871	214,450
Deductions			
1	Employees' PF Cont.	1800	21600
2	Professional Tax	200	2,500
3	Employees' ESIC Cont.		
4	Income Tax	As applicable based on investments	
Gross Deductions (C)		2,075	25,000
Net Payable (B - C) - (i + ii)		14,042	168,404
Benefits			
1	Medical Insurance	Upto INR 500,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only
3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	**Upto 3 times of CTC**	Self Only

6	Performance Linked Pay	**INR 10,000**	Bi-Annually

Other Benefits:

- You have an option to availing GEP negotiated rates to cover your parents under a separate insurance plan up to **INR** 500,000. Premium for this is paid by the employee. This plan allows for coverage of Pre-existing ailments. Employees needs to be avail this benefit within 15 days from his/her Date of Joining.

- For permissible claims under the medical insurance plans detailed above, a co-pay of 10% is applicable.
- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation

Important Note - As per the recent EPFO guideline; it is mandatory to have KYC and Aadhaar seeding done by the employee on the EPFO portal. Employees can use their UAN credentials and complete the same. GEP will not be able to make the PF remittance to the EPFO if KYC is not done by the respective employee which makes the organization non-compliant. In view of the same, we will not be able to process salary for the employees who do not have the KYC and Aadhaar seeding done on the EPFO portal.

Please select if you acknowledge and accept or decline the terms and conditions of this Offer of Employment below.
I accept the offer

☑ **Signature** Hariharan Thevar 28/11/2022 10:30 PM
(checking the checkbox above is equivalent to a handwritten signature)

You are required to print, sign on all pages, scan and email back the complete letter along with the completed acceptance section to Meenakshi Nagdev (meenakshi.nagdev@gep.com) no later than 28/11/2022 (dd-mm-yyyy).

Acceptance of Offer

I, Hariharan Thevar, accept the position of Process Associate - Procurement Operations, and agree to all terms and conditions set out in this letter,

Thank you,

guide optical co.

Mayank Rawal
8779611676

OBBE EYEWEAR

Reg. Off : 5-B, Bhangwadi, Kalbadevi Road, Mumbai - 400 002. Tel.: 022-2203 4646 / 4747
Head Off : 129, Uswala Lane, Kama Estate, Goregaon (E), Mumbai - 63. Mob.: +91 98216 11177
Email.: obbeeyewear@gmail.com / guideoptic@gmail.com

Roll NO: 23310A1001
mcom (part-f)

Date : 28/05/2022

Mayank Indermal Rawal

Room No – 17, Ram Nagar,

Near Shamukanand Hall,

Sion, Mumbai – 400022.

Subject : Offer Letter

Dear, Mayank Indermal Rawal

Congratulation! We are pleased to confirm that you have been selected to work for Guide Optical Co. We are delighted to make you the following job offer:

The Position we are offering you is that of Junior Accountant. The Annual Salary of Rs 216000 P.a. We Feel Confident that you will contributes your skills and experiences towards the growth of the Company. In addition to this Salary Local Conveyance will paid out as per the company policy.

As per discussion, your starting date will be on 7/06/2022. Please report to Rushabh Bafna for documentation and Orientation.

Please sign the enclosed copy of this letter and return it to me by 4/06/2022 to indicate your acceptance of this letter.

We are confident you will be able to make a significant contribution to the success of Guide Optical Co. and look forward to working with you .

Sincerely,

Guide Optical Co,

GUIDE OPTICAL CO.

Accepted by,

Mayank Indermal Rawal

Esskada EYEWEAR · ESSEX EYEWEAR · Raffaeli EYEWEAR · PRIDE EYEWEAR

Since 1968

Offer: Computer Consultancy
Ref: TCSL/DT20234524211/Mumbai
Date: 13/03/2024

Ms. Habiba Khalil Chikte
Madona Colony Wadala ENa,
Union Bank,
Mumbai-400037,
Maharashtra.
Tel# 91-8149247757

Dear Habiba Khalil Chikte,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹**1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**7,950/-** per month.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. This payout is subject to review basis your own ongoing individual performance.

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OTHER BENEFITS

1. Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

2. Compensation Benefits under ESI Act/Employees' Compensation Act*:
If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's

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Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

"TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

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11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii.Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

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20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Habiba Khalil Chikte**
Designation	**Graduate Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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HDB FINANCIAL SERVICES

2231211082

HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

October 28, 2022

Ref:HDBFS/22-23/HRIC74025/Appt/161860

Ms.Kusum Shivchandra Yadav,
R.No 2,Indira Ngr,
Salt Pan Rd,
Antop Hill,Wadala -E,
Mumbai-400037

Dear Ms.Kusum Shivchandra Yadav,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PHONEBANKING on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time

Terms and Conditions:

a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.

b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.

c) Your duties and responsibilities will be explained to you on your joining the Company.

d) Your initial place of posting will be at Mumbai .You are initially assigned to services at our client premises, MIDC ANDHERI EAST. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

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HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

October 28, 2022

Ref:HDBFS/22-23/HRIC74025/Appt/161860

Ms.Kusum Shivchandra Yadav,
R.No 2,Indira Ngr,
Salt Pan Rd,
Antop Hill,Wadala -E,
Mumbai-400037

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d) Your initial place of posting will be at Mumbai .You are initially assigned to services at our client premises, MIDC ANDHERI EAST. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.

f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.

i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.

j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.

k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.

l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.

m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

eSigned using Aadhaar
(Leegality.com - ec8Nr1)
Kusum Shivchandra Yadav
Date: Tue Nov 01 15:53:05 IST 2022

n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.

q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.

r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.

s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights"(as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.

t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.

u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

eSigned using Aadhaar
(Leegality.com - ifrc3Nr1)
Kusum Shivchandra Yadav
Date: Tue Nov 01 15:55:03 IST 2022

v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than November 12, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
c) Duly signed duplicate copy of Appointment Letter
d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.

Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.

AGREED AND ACCEPTED

eSigned using Aadhaar
(Leegality.com - iec3Nr1)
Kusum Shivchandra Yadav

Date: Tue Nov 01 15:53:05 IST 2022

Ms.Kusum Shivchandra Yadav

Annexure A

HDB FINANCIAL SERVICES	Compensation Breakup	
Name	MS.KUSUM SHIVCHANDRA YADAV	
Role	Jr. Officer - Phonebanking	
Grade	Grade-I	
Location	Mumbai	
Annual Compensation Break up		HDBFS Monthly
Basic	1,05,840	8,820
HRA	42,336	3,528
PDA	28,224	2,352
Provident Fund (Employer's contribution)	16,092	1,341
Gross Salary (A)	**1,92,492**	**16,041**
ESIC (Employer's contribution)----(B)	5,733	478
Gratuity---------- (C)	5,091	424
Total Fixed Compensation (D=A+B+C)	**2,03,316**	**16,943**

Note:

This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.

Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively

Gratuity is as per "The Payment of Gratuity Act".

You will be covered under Group Personal Accident Insurance as per policy of the Organization

Ref:HDBFS/22-23/HRIC74025/Appt/161860

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar
(Leegality.com - iec3Nr1)
Kusum Shivchandra Yadav

Date: Tue Nov 01 15:53:05 IST 2022

Ms.Kusum Shivchandra Yadav

22310A1031
B R F

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

November 05, 2022

80005025

Rohit Patil

Mumbai

Dear Rohit,

Further to the interview and discussion you had with us, we are pleased to offer you the position of CUSTOMER **EXPERIENCE EXECUTIVE** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	**: Rs. 78,420/- p.a.**
Allowance	**: Rs. 1,16,400/- p.a.**
Medical	**: Rs. 15,000/- p.a.**
Conveyance	**: Rs. 19,200/- p.a.**
Lunch Allowance	**: Rs. 10,920/- p.a.**
Provident Fund	: You will be covered under the Provident Fund Act. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Mumbai.** Your final place of posting will be intimated to you subsequently. However the Bank reserves the right to transfer you to anyother Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is inexistence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Secrecy:

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

Alternative Employment:

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

Maternity Benefits:

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for Illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

Creche facility:

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

HDFC BANK
We understand your world

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Conditions Precedent:

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.

b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.

c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

Applicant No. 80005025

HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

(Digitally Signed by **Ritesh Gupta**)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by DS HDFC BANK
LIMITED HUMAN RESOURCES
Date: 2022.11.05 18:09:46 +05:30

Applicant No. 80005025

HDFC BANK
We understand your world

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

Appointment Letter

Personal & Confidential

Employee Code : 530570

Name : Sahil Chandrakant Kondvilkar

Location : Mumbai

Dear Sahil Chandrakant Kondvilkar ,

We are pleased to offer you as Credit Cards Sales - Sales officer- SPC Others, in Credit Cards(cost code: 105) at branch (4915), Mumbai on the following terms and conditions:

Date of Joining : Aug 08, 23

BAND : S1.

Basic Salary	: 13473.00 Rs. /-pm
HRA	: 6736.00 Rs. /-pm
Total	**: 20209 Rs. /-pm**

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

Provident Fund:

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

Sahil

HDFC BANK
We understand your world

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

Annexure - A

Remuneration:

Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

Benefits:

- Total Mediclaim cover of Rs.2,00,000/- for self and spouse (Parents and Children not covered).
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy.

I read & understand the Annexure – A

Sohil

Signature of Applicant

Name: Sohil . C. Kondvilkar

Date: 9/08/23

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

(13)

Shubham Pallati.
E wing 208 Mahalaxmi CHS
Near omkar 1976
p.b.marg worli Mumbai 400030.
22 October 2023.

Dr. Ujwala Madhav Sav,
M.Sc.IT (Course Coordinator)
Vidyalankar School of Information Technology.
Mumbai – 400037.

Subject: Request for Permission to Sit for Exams

Dear Ujwala Madhav Sav Madam,

I hope this letter finds you in good health and high spirits. I am writing to you as a student in **M. Sc.IT Part 2 Roll No: 22306A1055**. I would like to request your understanding and consideration regarding my situation that prevents me from attending lectures and practical's.

I am currently employed at **Here Technology as a Trainee(Apprenticeship)**. The demands of my role in the organization have intensified, and I find it challenging to attend the scheduled lectures and practical sessions as they clash with my work commitments. I want to assure you that I am fully aware of the importance of attending these classes and the value they add to my academic progress.

Due to my work schedule, it is increasingly difficult for me to meet the attendance requirements set for the course. Therefore, **I kindly request your permission to allow me to sit for the upcoming exams despite not meeting the requisite attendance.** I am confident in my ability to prepare adequately for the exams and fulfil all other academic requirements.

I have attached a copy of my offer letter from Here Technology to this correspondence as evidence of my current employment and the constraints it imposes on my schedule. Your understanding and support in this matter, along with the attached offer letter, would be greatly appreciated, as it would enable me to continue my education while maintaining my professional responsibilities.

I am more than willing to provide any additional documentation or discuss my situation further if required. Your understanding and support in this matter would greatly help me in balancing my academic and professional commitments.

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me at **7738480473** or **shubhampallati16@gmail.com** for any further clarification or discussion.

Sincerely,
Shubham Narendra Pallati

DocuSign Envelope ID: 5A550FB6-1BE3-4B31-8B02-34951F7F31D2

APPRENTICESHIP AGREEMENT

This Apprenticeship Agreement (the "Agreement") is made and entered into as of the 5th October 2023 by and among:

HERE Solutions India Private Limited, a company registered under the Companies Act, 1956, and having its registered office at 11th Floor, B Wing, Nesco IT Park – Tower 4, Western Express Highway, Goregaon East, Mumbai 400063, Maharashtra (the "Company"); and

Mr. Shubham Pallati S/o Narendra Pallati, aged 21 years and an Indian citizen presently residing at E Wing, Flat no. 208, Mahalaxmi SRA CHS, Opp Paragon Centre, Near Birla Centurion, Worli, Mumbai 400030 (The "Apprentice).

The Company and the Apprentice are hereinafter collectively referred to as the "Parties" and the term "Party" will refer to either of them individually.

WHEREAS, the Company has offered to employ the Apprentice as a Trainee in the Company, on the terms and subject to the conditions set out in this Agreement.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. DEFINITIONS AND INTERPRETATION

1.1. In this Agreement the following expressions shall, unless the context otherwise requires, have the following meanings:-

"Stipend" shall have the meaning ascribed to it in Clause 7;

"Commencement Date" shall mean the 9th October 2023;

"Agreement Period" shall mean a period of from the commencement date up to 8th October 2024;

"Company Inventions" shall have the meaning ascribed to it in Clause 10;

"Company Records" shall have the meaning ascribed to it in Clause 11;

"Confidential Information" shall have the meaning ascribed to it in Clause 9;

"Apprenticeship Training" shall mean the training of the Apprentice by the Company under this Agreement.

HERE Solutions India Private Limited
11th Floor, B Wing,
Nesco IT Park – Tower 4,
Western Express Highway,
Goregaon East, Mumbai – 400063
Maharashtra, India

CIN: U72900MH2008FTC178295
T +91 022 6607 9900, 022 6607 9892
here.com

hgs

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AF
22312A1025.

Strictly Confidential

August 16, 2022

Mr. Shivam Kalwar
Emp. Code: 4724
Plot No- B 15/34,
Sec 12, Kharghar,
Navi Mumbai- 410210

Dear Shivam,

Letter of Appointment

Hinduja Global Solutions Limited is glad to appoint you as **Associate - F & A Services** with effect from **August 16, 2022**. Your annual compensation (CTC - All Inclusive) will be **₹ 228,000/-.** You will be based at **Mumbai.**

The following are enclosed as annexure:
- General Terms and Conditions of Employment (Annexure – I)
- Entitlements and Remuneration (Salary Annexure)

You are requested to sign the copy of this Letter with Annexure and return the same to us as a token of your acceptance of the appointment. We are excited at the prospect of working with you and look forward to a fruitful association.

We welcome you to Hinduja Global Solutions Limited and wish you a rewarding and successful career.

Yours truly,
Hinduja Global Solutions Limited

Validity unknown
Digitally signed by SHIRUDE PRAJAKTA MADHUKAR
Date: 2022.09.16 16:11:39 +05:30
Reason: .

(Prajakta Shirude)
(Head – Human Resources)
(Business Services Division)

***This is a digitally signed document and does not require physical signature.**

hgs

Annexure – I

General terms and conditions of employment

1. Probation:

For a period of six months from the date of joining you shall be under probation. Based on your performance your services will be confirmed with the company in writing after six months.

During the probation period your services can be terminated without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 2 months notice on either side.

2. Insurance:

i. Self and dependent family members (spouse and children) are covered for Group Mediclaim Insurance (Applicable only to employees covered under Medical Insurance).
ii. You will be covered under the Group Personal Accident Insurance Policy and Group Term Life Policy.

3. Our Policies:

The Company has various policies that apply to your employment. You must familiarize yourself and comply with these policies where the policies place obligations on you, you must comply with them.

Company may review, amend, add to or withdraw any of our policies from time to time at our sole discretion. To avoid doubt, and without affecting any of your obligations, the policies (and any obligations set out in policies) do not form part of this agreement and are not binding on Company. The policies also do not limit or restrict any rights or discretions we may have under this agreement.

4. Probity and background checks:

i. By accepting this employment, you also certify that all information and documents (i.e. proof of identity, education, experience, professional references, relieving certificate from your present/ past employers, compensation details etc.) provided by you to us is true and accurate. Any false information will render this employment agreement void by Company and, Company may terminate your employment without any notice or compensation.
ii. If, at any time after commencing with Company, you are offered another role or position with Company or one of our related bodies corporate, the offer may be conditional upon you satisfactorily passing additional checks in order to assess your suitability for your new role.
iii. This offer, and your continuing employment with us, is conditional on satisfactory reference, qualification and probity checks including a criminal history check (together, 'Checks'). Checks may be conducted by us or our agents. This offer of employment is also conditional on completion by you, to our satisfaction, of the enclosed forms and other documents issued to you with this offer. If we consider that the results of any of the Checks are unsatisfactory, this offer of employment will not come into effect (or if your employment has already commenced, it will terminate effective immediately).

5. Statutory Deductions:

Taxes and other deductions such as Income tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the company provided that you have, when called for by the company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves right to make the deductions in the available time frame in the ongoing year.

6. Maternity Benefit (Applicable only to Women Employees):

You will be eligible for amended benefits under Maternity Benefit Act, 1961 as under:

i. **Leave**: You shall be entitled for 26 weeks of leave under Maternity Benefit of which not more than 8 weeks can precede the date of your expected delivery. However, in case you have two or more surviving children then the benefit will be for 12 weeks of which not more than 6 weeks shall precede the date of expected delivery.

ii. **Adoption & Commissioning mothers:** A woman employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.

7. General Guidelines:

i. Your employment with the Company is transferable and the Company reserves the right to depute / transfer your services to any other location or Group Company within India or abroad or any of its associates have their establishments or may set up new establishments.

ii. You will not be permitted to undertake any other employment or engage in any external activities of a Commercial nature.

iii. You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities.

iv. Except on the proper course of your employment, or, thereafter, you shall not divulge to any third party any information regarding the affairs of the Company or information regarding its customers without prior written approval. All information that comes in your knowledge by reasons of your employment with the Company is deemed to be confidential.

v. You confirm that you have disclosed fully all of your business interest to the Company whether or not they are similar to or in conflict with similar business(es) or activities of the Company and a circumstance in respect of which there is, or there might be perceived a conflict of interest between the Company and you or any immediate relatives. Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

vi. **Non-Disclosure**
You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

vii. You will be required to apply and maintain the highest standards of personal conduct and Integrity and comply with all company policies and procedures.

viii. Any violation of the above or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.

ix. You shall communicate to the company any change in your address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.

x. In the unlikely event of any information furnished by you in connection with your employment with us, is suppressed or found to be false or incorrect, your services are liable to be terminated forthwith, without any Notice Pay or compensation whatsoever.

8. The age of retirement is 58 years.

9. In case you are permitted to work from home, then you shall abide by all terms and conditions as may be imposed to you in this respect by the Company apart from the regular terms and conditions of employment. You shall maintain proper etiquette during your interaction with colleagues and customers of the Company and be always available during the prescribed working hours. You shall strictly abide by the terms of confidentiality while working from home.

10. Termination/Separation:

Misconduct

If the Company is satisfied that you have engaged in serious misconduct, it may lead to termination of your employment with immediate effect, with pay up to the day of termination only.

General

Your services may be terminated by either party, giving notice in writing for 2 months. The Company alone, at its discretion, may opt to make/ accept payment in lieu of notice period, which will be calculated basis of monthly gross salary. The decision whether or not to accept the gross salary in lieu of notice period will rest solely with the Company and the employee shall be required to serve notice period as per the separation policy of the Company if the Company does not accept the gross salary in lieu of notice period.

The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or unsatisfactory job performance or violation of the Company's Policies. Absence for a continuous period of five days without prior approval of your superior, (including overstay of leave/training), can lead to your services being terminated without notice or explanation.

Notwithstanding anything to the contrary contained herein, the Company may terminate this employment agreement, with immediate effect by a notice in writing (without salary in lieu of notice), in the event of

i. misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or
ii. embezzlement, or misappropriation or misuse of Company property,
iii. or insubordination or failure to comply with the directions given by persons so authorized,
iv. or conviction for any offence involving moral turpitude, or breach by you of any terms of this employment agreement or Company policy or other documents or directions of the Company, or irregularity in attendance, or unauthorized absence from the place of work for more than 5 working days, or upon conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests
v. or insolvency of the Company

On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, letters, notes, data and the like; and confidential information, in your possession or under your control relating to your employment or to clients' business affairs.

In case you leave the services of the Company without giving notice or at a shorter notice than the agreed notice period, company may recover the notice period from your salary.

11. Changes in Terms and Conditions of your employment:

The Company reserves the right to change the terms and conditions of your employment which would be intimated to you either through changes in company policies or through an amendment to your employment contract, or through other means of communication which would purport to amend the said terms in your Appointment Letter.

12. Governing Law and Dispute Resolution:

The Appointment Letter's validity, enforceability, construction and interpretation shall be governed by the laws of India. The venue of arbitration shall be Mumbai. Subject to this provision for arbitration, courts at Mumbai alone shall have jurisdiction to hear disputes arising out of this employment agreement.

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

Acknowledgment of Acceptance

I acknowledge that I have read and understood each and every term and condition set out in this Offer-cum-Appointment letter & the enclosed Annexure I and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Accepted by:

Name: Shivam Kalwar

Signature: Date:

hgs

SALARY ANNEXURE			
Name	**Shivam Kalwar**	**Salary Details**	
Emp No	**4724**		
Location	**Mumbai**	**Monthly CTC**	**Annual CTC**
Effective Date	**August 16, 2022**		
Designation	**Associate - F & A Services**		
	"A" Fixed		
1	Basic	7,583	91,000
2	HRA	3,792	45,500
3	Bonus	2,708	32,500
4	Variable Pay	2,763	33,155
"A" Sub Total – Fixed		**16846**	**202,155**
	"B" Reimbursements		
5	Vehicle Reimbursement	0	0
6	Leave Travel Allowance	0	0
"B" Sub Total - Reimbursements/Allowance		**0**	**0**
Gross Salary (A+B)		**16,846**	**202,155**
	"C" Retirals		
7	Provident Fund (Employers Contribution @ 12%)	1,242	14,899
8	Gratuity (@4.81% of Basic)	365	4,377
9	ESI (Employers Contribution @ 3.25% of gross/month)	548	6,571
"C" Sub Total Retiral Benefits		**2,155**	**25,847**
Total Salary Cost (A+B+C)		**19,001**	**228,002**
	"D" Insurance/Other Benefits		
10	Medical Insurance Premium	0	-
"D" Sub Total - Insurance/Other Benefits		**0**	**-**
11	Performance Linked Variable Pay	0	0
"E" Sub Total - Variable Pay		**0**	**0**
Total Cost to Company [A]+[B]+[C]+[D]+[E]		**19000**	**228,000**

Other Benefits/Information	
Mediclaim Coverage	NA
Accident Insurance	You are covered under group accident insurance policy for ₹10 lacs
Term Life	You are covered under term life insurance policy of ₹10 lacs
Income Tax	Appropriate Income Tax would be deducted in the payroll every month
Performance Linked Variable Pay	*Performance Variable Pay will be calculated on individual performance and is paid on yearly basis provided the employee is on the rolls of the Company at the time of disbursement.
Gratuity	The gratuity payment will be as per The Payment of Gratuity Act, 1972

Employee Name: Shivam Kalwar
Date:

Sudarshan
22310A1028
M.Com B&F

hgs

Strictly Confidential

August 21, 2023

Mr. Sudarshan
Emp Code- 39063
Mumbai.

Extension and Salary Revision

Dear Sudarshan,

We are pleased to inform you that your compensation has been revised to **₹268240**/-per annum with effect from **September 26, 2023**.

A separate sheet detailing your compensation is attached as per "Annexure".

The tenure of this employment is for the period of 1 year ending on **September 25, 2024**. All other terms and conditions of your employment remain unchanged.

You are requested to sign the photocopy of the letter and return it to us for our records.

Your terms of employment and compensation are to be treated as strictly confidential.

We take this opportunity to thank you for your contribution and welcome you once again in the journey of taking **HGS** to new heights and make our Company a Great Place to Work.

For Hinduja Global Solutions Limited,
Signature Not Verified
Digitally signed by SHIRUDE PRAJAKTA MADHUKAR
Date: 2023.08.21 18:14:25 +05:30
Reason: .

(Prajakta Shirude)
Head-Human Resources
Business Services Division

This is a digitally signed document and does not require physical signature

hgs

J. Jigisha Barot.
22310A1046.
M.Com B&F

November 4, 2023

Ms.Jigisha Barot
Mumbai.

Dear Jigisha,

With reference to our discussion, we are pleased to offer you the position of "**Associate"**, at Hinduja Global Solutions Limited.

Enclosed is the compensation sheet giving details of your offer. Your total compensation package will be **₹285270.00/-** per annum and future increase will be performance based.

The above offer is subject to verification of your certificates and testimonials (i.e. certificates in proof of educational qualification, proof of past employment, reference checks, address, date of birth, and any other checks as deemed fit by the organisation). As mutually agreed you would be based at **Mumbai** and join duties on or before **November 20, 2023.**

The tenure of this employment is for the period of **12 months** ending on **November 19, 2024.**

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.
Thanking you,

Yours faithfully,
For Hinduja Global Solutions Limited,

Signature Not Verified
Digitally signed by SHIRUDE PRAJAKTA MADHUKAR
Date: 2023.11.05 15:35:00 +05:30
Reason: .

(Prajakta Shirude)
Head- Human Resources
Business Services

This is a digitally signed document and does not require physical signature

22310A1010

i-Process Services (India) Pvt. Ltd.

Corporate Office :
Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana-122015
Ph. 0124-4763400

Offer Cum Appointment Letter

20-Jul-2023

Mr Vishesh Vijaykumar Tiwari,

Tilak Building,room no-7 acharya donde marg sewri Near sewri bus depot sewri mumbai 400015 mumbai maharashtra 400015 india

Mobile No: 9967031416

Dear Vishesh Vijaykumar Tiwari,

With reference to your interview and online documentations submitted for seeking employment with our company. We are pleased to inform you that your candidature has been accepted basis representation made and documents submitted by you.

This offer cum appointment letter is being issued to you for appointing you on the post of **TEAM LEADER** in Grade **GRADE-14** with the company. Your total emoluments shall be as per Annexure attached hereto and your date of joining shall be **24-Jul-2023** you will report at our Client site at following work location: :

ICICI BANK LTD (Mumbai)

Besides the terms and condition, which are stipulated herein in this letter, your appointment shall be subject to satisfactory results of verifications of representation made and documents submitted by you.

In case of your verification / reference checks are not up to the desired level, this letter shall be automatically stands withdrawn and even if you have joined duty, your services shall be discontinued with immediate effect without any compensation notice or salary in lieu thereof.

Further, if you fail to join on the date specified hereinabove, this letter shall be treated as withdrawn.

The following are the other terms and conditions of this offer cum appointment letter:

A. Commencement Term:

i) Your appointment is effective from 24-Jul-2023

ii) You will be on probation for a period of six months or any further extended period as may be decided by the Company based on your performance during the probation

iii) On satisfactory completion of your probation you will be confirmed in the services of the Company in writing.

B. Remuneration:

Your total cost to the company will be Rs.**246636** per annum as per detailed annexure to this letter.

Benefits:

You will be eligible for Retirement Benefits of the Company; namely Provident Fund and Gratuity in accordance with the statutory requirements and / or, as per Company policy

C. Other Terms and Conditions of Service:

Professional Ethics & Confidentiality: While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Company and will not divulge to any person or utilize any of the Company's secrets or other related information (which you may possess by reason of your association with the Company) outside the company.

IT Security Practice & Procedures: While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by **i-Process Services (India) Private Limited.**

HR Policy: While you are in the service of the company, you will be governed and required to adhere the HR Policies of the company as amended from time to time.

Notice Period: During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.

During the probation period, if you decide to leave the Company's services, you will be required to give fifteen days' notice. The company in its sole discretion can decide to waive off / reduce the notice period depending upon the exigencies. In such case, you would be required to pay to company, basic salary for the notice period not served.

In case you decide to leave the Company's services after confirmation, you will be required to give thirty days' notice. The company in its sole discretion can decide to waive off / reduce the notice period depending upon the exigencies. In such case, you would be required to pay to company, basic salary for the notice period not served.

After confirmation in grade, your services would be liable to be terminated by the Company, by giving thirty days' notice or on payment of an amount equivalent to thirty days' Basic salary in lieu of the notice period.

Transfer: The Company shall have the right to transfer you to any of its offices.

Retirement: Employees would retire on the last day of the month in which they complete 58 years of age.

i-Process Services (India) Pvt. Ltd.

Corporate Office :
Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana-122015
Ph. 0124-4763400

Annexure to Letter dated 20-Jul-2023

Name of Employee Vishesh Vijaykumar Tiwari

Designation TEAM LEADER

Grade GRADE-14

Location Mumbai

Pay Component	Monthly Amount	Annual Amount
CTC		
Gross Salary	**17650**	**211800**
Basic	11000	132000
HRA	500	6000
Supplementary Allowance	5400	64800
Medical Allowance	750	9000
Retiral Other Benefits	**2903**	**34836**
Employer PF	1800	21600
Employer ESI	574	6888
Gratuity	529	6348
Total CTC	**20553**	**246636**
Total CTC	**20553**	**246636**

For i-Process Services(India) Private Limited

Authorized Signatory

Joining Competitor: In the event of termination of your services by the Company or your resignation from the services of the Company, you shall not join any competing Company or Financial Services Company for a period of six months from the date of resignation/termination.

D. Termination of Employment: In addition to what has been mentioned in sub-clause (iii) of Clause- E of this letter, please note that your services with the Company are also liable to be terminated any time in the event of:

i) Any breach of the conditions mentioned in this letter or for breach of any rules of the company that may be made applicable to you from time to time, on your part;

ii) Any incorrect information furnished by you;

iii) Suppression of any material information by you.

E. General:

i)The company, in its discretion, shall deploy/depute your services at the offices of its client at any of the locations in India.

ii)Your appointment and continuation in employment are subject to your being found medically fit by a Registered Medical Practitioner (discretionary) and reference checks (discretionary).

iii)You will be bound by the Rules and Regulations of the company.

iV)You will keep us informed of any change in your contact details (Mobile no. & E-Mail ID) and present, permanent or correspondence address.

If you are agreeable to the above-mentioned terms and conditions, please accept the same through your account on HRMS portal.

Yours sincerely,

For i-Process Services(India) Private Limited

Authorized Signatory

i-Process Services (India) Pvt. Ltd.

Corporate Office :
Plot No : 313, Udyog Vihar Phase-IV, Gurugram, Haryana-122015
Ph. 0124-4763400

Date : 20-Jul-2023

Employee Name : Vishesh Vijaykumar Tiwari

Deputation of Services

Dear Vishesh Vijaykumar Tiwari

This is with further reference to joining the services of the company with effect from 24-Jul-2023 in accordance with the Offer cum appointment letter accepted by you.

Your services will be deputed to our client's office at below address from your joining date until further instruction from us in writing.

ICICI BANK LTD, ICICI Bank Ltd. C-Wing, Autumn Estate, Chandivali Farm Road,Opp.Mhada Colony,Chandivali, Mumbai - 400072 SOL ID-1022

Accordingly, you are required to report at our above client work location / address.

During your period of deputation to the Client you shall:

i) Abide by the norms and code of conduct as applicable at the Client workplace and ensure discipline and professional conduct at all times

ii) Not to utilize or divulge to any person/ organization other than the Client, any information which you may possess by virtue of your association with our Client.

iii) Continue to be governed by the rules & policies of the company as well as terms & conditions as mentioned in your Appointment letter dated 24-Jul-2023.

For i-Process Services(India) Private Limited

Authorized Signatory

FORM XII

[Under rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971] Employment Card

A. Name Contractor	: i-Process Services (India) Pvt. Ltd.
A1. LIN/PAN No. of the contractor	:AABCI3838C
A2. Email Id of the contractor	:contact@iprocess.in
A3. Mobile No. of the contractor:	: 0124-4763433
B. Wage rate(with particulars of unit, in case of piecework	: NA
C. Name of Principal Employer	:ICICI BANK LTD
C1. LIN/PAN No. of the Principal employer	:AAACI1195H
C2. Email Id of the Principal employer	:
C3. Mobile No. of the Principal employer:	:
D. Name of workmen	: Vishesh Vijaykumar Tiwari
D1. UAN/Aadhaar No	:
D2. Mobile No	: 9967031416
1. Serial number in the register of workmen employed	:
2. Nature of Designation	: TEAM LEADER
3. Wages Rate	: Rs. 246636 (per annum)
4.Date of commencement of employment	: 24-Jul-2023

For i-Process Services(India) Private Limited

Authorized Signatory

Archishma Temkar
22317A1009
M.Com BM

Let's build
a World Class Bank,
right here in India.

IDFC FIRST Bank

Date: March 10, 2023

Job Offer Title: Customer Service Executive-Retail Liabilities Inbound

ARCHISHMA VISHWANATH TEMKAR

Dear **Archishma**,

We are pleased to make an offer to you as "**Customer Service Executive-Retail Liabilities Inbound**" within **Service - Customer Service Delivery** function at IDFC FIRST Bank Limited (the "Bank"). You shall join the Bank on or before **15/Mar/2023** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **Rs. 3,00,000/-** (**Rs. Three Lakh only**) per annum. Details maybe referred in Annexure A. The position is currently based at **Navi Mumbai-Juinagar-Mindspace Office**.

Your final appointment is subject to your being medically fit to perform your role effectively. It is also based on verification of information and particulars submitted by you, including the undertaking authorization given by you at the candidate application stage.
Kindly confirm your acceptance to this offer of employment within 3 days of receipt of this offer post which the offer stands cancelled.

A. You are requested to complete the joining formalities immediately on the authorized online portal of IDFC FIRST BANK and submit/confirm the submission of the documents as required by the bank. The detailed list of documents to be submitted will be communicated separately.

   i. Certificates in support of your highest educational and/or professional qualifications,
   ii. Proof of date of birth,
   iii. Certificates in support of your previous employments,
   iv. Your recent passport size photograph,
   v. Copy of your resignation duly accepted by your current employer.

Please note that you are required to keep the details of the salary & other perquisites / benefits offered to you, strictly confidential and not to share information regarding the same with anyone.

We look forward to a successful and pleasant association with you at IDFC FIRST Bank.

Warm Regards,
Human Resources
IDFC FIRST Bank

PRIVATE & CONFIDENTIAL

Shobit Sajan Jaiswal
Door no. 102, shivshankar nagar,
salt pan road
wadala (E), Mumbai-37
-400037
Maharashtra
INDIA

September 25,2023

Dear Shobit Sajan Jaiswal

Welcome to IKS Health!

Subject: Offer Letter

With reference to your application, subsequent interview and discussions, we are pleased to inform that you have been selected for the position of **Junior Revenue Cycle Representative** in Grade **13** in Department **ROS** with our organization commencing from **September 27, 2023**

Your annual compensation will be INR **250000 /-**. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexures.

IKS Health is defined by an efficient and reliable culture that sets us apart. Our DNA, while evolving through various transformations, has still constitutionally been driven by the same core values. **Customer first** has been one such belief that influences every employee at IKS Health. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **ownership,** wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength by **caring** for our customers and our people. Hence, **collaboration** at workforce goes hand-in-hand with greater accountability, thereby creating responsible members at our workplace. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **innovation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Continuous **learning** and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at IKS Health that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the IKS Health way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct. We look forward to you joining us at our **Mumbai - Bldg 11** office on **September 27, 2023** Please keep your recruiter informed, in case of advancement in the joining date. Pursuant to its business needs, IKS Health retains the right to revise the commencement date of your employment with IKS Health. Please endorse your acceptance, within the next two business days, by duly signing the duplicate copy of this letter on all sheets, including annexures, at the bottom on the right corner and return to the undersigned. Please refrain from soliciting other offers based on this letter as the same will be null and void if so used.

We wish you all the best.

Thanking you,
For Inventurus Knowledge Solutions Ltd.
HR Team
I accept the above offer on the terms indicated.

Signature

Date

Shobit Sajan Jaiswal

Annexure IV

Information Declaration Form

To Whom It May Concern:

I ***Shobit Sajan Jaiswal***

I hereby authorize **Inventurus Knowledge Solutions Ltd.** and/or or their authorized representatives and contractors to verify information presented on my employment application/resume and to procure an investigative report or consumer report for that purpose.

I hereby grant authority for the bearer of this letter to access or be provided with full details

- § Of my previous employment record held by any company or business for whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. In addition, please provide any other pertinent information requested by the individual presenting this authority. I hereby release from liability all persons or entities requesting or supplying such information.

- § of my qualification/degree (copy of my certificates attached)

- § information in respect to my character from the records maintained by local authorities

- § Of any other pertinent information requested by the Authorized Party, including but not limited to my Permanent Account Number (PAN), ADHAR Card Number and the associated documentation

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Signature
Shobit Sajan Jaiswal

Date

IndusInd Bank

AL Ref No :ec8428af7a7f431a

14-Oct-23
Chitra Karuppan Devender
Room No 487 Navtarun Naik Nagar S.M. Road Near Antop Hill Church Sion Koliwada,
Pincode: 400037
Contact No:8169028345

Sub: Letter of Appointment

Dear Chitra Karuppan Devender,

We are pleased to offer you the position of Officer - Customer Service in the grade of EXE for Contact Centre department in the Junior Management cadre of the Bank. Your appointment will be effective from the date you report for duty which shall not be later than 31-Oct-23. You are therefore requested to report for duty on or before the said date at the initial place of posting as mentioned below. This letter of appointment is open for acceptance up to 31-Oct-23. This letter of appointment carries the terms and conditions of employment currently applicable in the Bank. The Bank may revise these as deemed fit from time to time.

1. You are initially posted at the Bank's Opus Office in Corporate - Mumbai. Your appointment in the Bank is subject to transfer to any other departments/location depending upon the Bank's requirements. Your employment may also be subject to transfer to any of the Bank's associate or subsidiary units.

2. Your employment in the Bank shall begin with a probation of 6 (six) months and you would be confirmed in the employment of the Bank upon successful completion of the probation. Your overall performance, output, conduct and behaviour during the probation will be judged by your reporting manager and Human Resources, before confirming you in the employment. You will be considered and treated as 'On Probation' and 'not being confirmed in the employment of the Bank' until you are specifically informed in writing by the Human Resources Department of the Bank.

3. You will be governed by the Bank's HR policies, service rules and rules of conduct prevailing in the Bank from time to time. The above may be amended from time to time without notice. You are expected to adhere to all rules and policies of the Bank.

4. Your remuneration package on an all-inclusive Cost to Company basis with components thereof is provided in Annexure I. The same shall be subject to the prevalent tax laws.

5. Your appointment in the Bank and continuance thereof shall be subject to your being medically fit for the Bank's employment. However, the Bank upon its sole discretion may request for a medical examination/test from a Medical Practitioner/Surgeon/Medical Officer acceptable to the Bank, from time to time.

6. Your appointment in the Bank and continuance thereof shall be subject to your credentials such as education, qualification, professional experience and personal details being found genuine. The Bank verifies this information as a part of its background verification process. Should any of the above information be found to be deliberately incorrect, the Bank my take appropriate steps as required.

Candidate's signature: K. Chitra

Solitaire Corporate Park - Chakala Branch : IndusInd Bank Limited, Solitaire Corporate Park, Guru Hargovindji Marg Building No. 8, 3rd floor, Andheri Kurla Road, Andheri (E), Mumbai - 400093

Regd. Office: 2401, Gen. Thimmayya Rd. (Cantonment), Pune - 411 001. India.
Tel: (020) 26343201 Fax: (020) 2634 3241 Visit us at www.indusind.com
CIN : L65191PN1994PLC076333

IndusInd Bank

7. Your employment and continuance in the Bank would be subject to the fact that there are no misconducts, violations or breach of laws during the tenure of your employment with the Bank. Should there be good or sufficient reasons for the Bank to doubt the above, the management may initiate disciplinary and consequential action as per the code of conduct and applicable policies of the Bank.

8. In case you are found to be responsible for any loss which can be directly attributed to you, partly or substantially, the Bank shall have right to initiate appropriate legal action, as may be deemed fit for recovery of such loss.

9. You may leave the employment of the Bank by way of tendering resignation while on 'Probation' by mandatorily serving a notice of 30 days, after tendering the notice of resignation in the manner provided by the Bank from time to time. However, a confirmed employee desirous of leaving the services of the Bank, shall mandatorily serve a notice of 90 days on tendering the resignation.

10. In exceptional circumstances, the Bank solely at its discretion may allow early relieving against pay of notice in lieu thereof, as may be decided by the competent authority at its discretion. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else*

11. The Bank has the discretion to accept, reject or extend the notice of resignation, in case a disciplinary action is underway or deemed necessary due to any act of commission or omission by yourself.

12. A resignation submitted by you, will be deemed irrevocable after its acceptance. This acceptance either through PULSE or an e-mail or a written letter supersedes your right to call back the resignation, once accepted.

13. Upon you being issued a resignation acceptance and your serving the entire notice period your full & final settlement will be completed. The Bank will not issue a relieving letter or a certificate of employment, if you abandon the employment during the course of your serving the notice. The Bank will also be at liberty to take any necessary action as deemed fit.

14. During the employment you are expected to adhere to all the rules and policies of the Bank as applicable from time to time. Should any dispute arise in connection with your contract/employment with the Bank, the same may be referred to the Competent Courts at Mumbai. While adhering to the policies and rules, should a grievance arise, you are expected to follow the chain of protocol and exhaust all internal means and redressal systems before approaching an external authority as the last resort.

15. You are expected to adhere to all service rules, Code of Conduct, non-disclosure items and confidentiality agreements, keeping the sole interest of the Bank in mind. You are expected to discharge your duties and responsibilities with utmost integrity and honesty.

16. You will superannuate at the age of 60 years. As such, you will automatically retire from and cease to be in the services of the Bank on attaining the age of 60 years. Your age mentioned in your personal records will be deemed to be the conclusive proof of your date of birth.

Candidate's signature: Bichitra

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IndusInd Bank

17. Should the Bank for any reason find you unfit for work or has lost confidence in you or finds you medically unfit, the Bank may terminate your employment by giving you a notice of 30 days for a probationer and 90 days for a confirmed employee or pay in lieu thereof or a combination of both. *For the purpose of the clause, pay shall mean Basic Pay and House Rent Allowance and nothing else.* In case of termination / dismissal the Bank is not obliged to make this pay.

18. Your working hours will be as per the Bank's HR policy. However, in unusual situations and during exigencies of work, you are expected to put in extra hours and efforts in the interest of the Bank.

19. You are expected not to divulge confidential information or data that you may come across during the course of employment with the Bank. The Bank retains the right to take any and every legal action at its recourse should such a data/confidentiality breach occur.
Data for the purpose of this clause refers to every single piece of information related and inherent to the Banks business.

20. You shall at all times indemnify and keep the Bank indemnified against all sums or expenses paid or incurred by the Bank in connection with any action caused by a fault or neglect at your end. You shall also safeguard the interest of the Bank and all its property and shall do nothing that shall compromise the interest of the Bank. Further, you are expected to use all the Bank's gadgets and properties solely for the work it is meant for and to further the interest of the Bank, and not for the personal use.

    You will return to the Bank within 24 hours of severance of your employment, all the properties of the Bank including the laptops, ID cards, official documents and all such other assets under your custody which you were using for the furtherance of your services to the Bank.

21. During the course of your employment with the Bank you would come across, data, user ids and passwords, confidential information, strategic documents, confidential plans and various other crucial information inherent to the success of the Bank. You are expected not to share/divulge any of this with any other person outside yourself or your immediate team. Any such sharing detrimental to the Bank's interest would invite necessary and appropriate action by the Bank in a bid to safeguard its interest.

22. During the employment with the Bank, you will not engage in any acts considered by the Bank as prejudicial to the interest of the Bank. You will not carry on or engage in any business or employment or vocation (part-time or full-time). On Joining your full time and attention will be towards the interest of the Bank.

23. On Joining, you would need to submit self-attested copy of relieving letters from last 2 organisations. This needs to be completed within 45 days of your joining the Bank. In case you fail to submit the same within the specified period the Bank may take appropriate steps as required.

24. You shall intimate in writing to all your reporting authorities and to the Bank's Human Resources Department about any changes in your personal information including address, contact details, medical status or any other information that has a direct bearing to your continuance with the Bank or functioning of the Bank itself.

Candidate's signature: _____

Solitaire Corporate Park - Chakala Branch : IndusInd Bank Limited, Solitaire Corporate Park, Guru Hargovindji Marg Building No. 8, 3rd floor, Andheri Kurla Road, Andheri (E), Mumbai - 400093

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CIN : L65191PN1994PLC076333

IndusInd Bank

25. This provisions hereof shall be interpreted, determined and enforced in accordance with the prevailing laws of India.

In the event of any dispute or disagreement (includes non-joining of the employee for any reason after giving acceptance to this offer letter) over the interpretation of any of the terms herein contained or may claim or liability of any party, the same shall be referred to a person to be nominated by IndusInd Bank, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Employee confirms that the fact that the arbitrator shall be a nominee of IndusInd Bank shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of the arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the courts at Mumbai under the laws of India.

Further it is agreed between the Parties that the arbitrator may send the notices, claim statement, document, replies, counters, adjournment letters etc., of the arbitration proceeding to his/her its registered e-mail id or mobile number of the Parties and the same shall be considered as proper service on the Parties. The Arbitrator may record oral evidence through video calling facility also.

26. During your initial joining period, you would receive Code of Conduct, confidential agreements and rules of discipline as indicated in this letter of appointment. You are expected to familiarize with all these policies and documents and sign them as a token of your acceptance of the appointment letter of the Bank.

We are happy to have you on-board with us and look forward to a long and fruitful association.

Your faithfully,
For IndusInd Bank Ltd

Amit Raj
Associate HR Partner
Human Resources Department
IndusInd Bank Ltd

Candidate's signature:_____

Solitaire Corporate Park - Chakala Branch : IndusInd Bank Limited, Solitaire Corporate Park, Guru Hargovindji Marg Building No. 8, 3rd floor, Andheri Kurla Road, Andheri (E), Mumbai - 400093

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CIN : L65191PN1994PLC076333

IndusInd Bank

Enclosed:

(1) Acknowledgment of the Letter of Appointment
(2) Annexure - I

To,
The Human Resource Department,
IndusInd Bank Limited,

Sub: Acceptance Of Letter Of Appointment

Dear Sir/Madam,

I have carefully read and understood all the terms conditions contained in the Letter of Appointment, dated 14-Oct-23 and hereby confirm my unconditional acceptance of the same. I hereby unconditionally undertake and give assurance that I will adhere, follow all the terms and conditions of the said Letter of Appointment. I also unconditionally undertake and give unconditional assurance to IndusInd Bank Limited, that:

1. I will never defy or make breach of any of the terms and conditions mentioned in the said Letter of Appointment or any other terms and conditions existing in the Bank or which may be introduced by the Bank from time to time.

2. I will never claim, any time, that I have misunderstood or did not understand or that I was made to misunderstand or that I was forced to accept the terms and conditions of the said Letter of Appointment.

3. I will not claim or allege any time in future, that the terms and conditions of the said Letter of Appointment are arbitrary or unilateral or illegal or against my right to work or right to change the employment without serving the agreed period of notice.

4. I will not leave or discontinue or resign or abandon the employment with the Bank without giving prior notice, as stipulated in the Letter of Appointment, which I have read and clearly understood.

5. I will never allege or blame the Bank or its officials about the terms and conditions contained of the said Letter of Appointment or contest them in a court of law or a statutory authority, alleging arbitrariness, whimsically or unilateralism or illegality or unlawfulness.

6. I will, at all time, shall abide by the rules, regulations and guidelines of the Bank, as may be issued from time to time. I will adhere to the rules of discipline and code of conduct and escalation matrix about the grievances redressal matrix for the employees. I will, follow and adhere with the decorum and protocol of escalation and will escalate the employment related issues to my reporting manager or to the skip manager or to his manager and then to the concerned HR Partner, except in case where direct reporting is permissible in accordance with a published policy of the Bank.

7. I will adhere with and shall first exhaust the escalation matrix within the Bank, before resorting to or approaching any outside agencies or authorities and shall never encourage or allow any employees or customers or constituents from approaching any outside agencies or authorities before completely exhausting the internal escalation matrix and redressal mechanisms.

Solitaire Corporate Park - Chakala Branch : IndusInd Bank Limited, Solitaire Corporate Park, Guru Hargovindji Marg Building No. 8, 3rd floor, Andheri Kurla Road, Andheri (E), Mumbai - 400093

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CIN : L65191PN1994PLC076333

IndusInd Bank

8. I declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as an employee/executive and in such capacity as may be called upon, by IndusInd Bank Limited, from time to time. I hereby undertake to exercise delegated powers granted to me through the Power of Attorney / Scheme of Delegation of powers etc. in a bonafide manner with due prudence and diligence. I undertake to exercise these powers in the interest of the Bank.

9. I declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of IndusInd Bank or the affairs of any person having dealing with the IndusInd Bank. I will not allow any such person to inspect or have access to any books or documents belonging to or in the possession of IndusInd Bank and relating to the business of IndusInd Bank or the business of any person having any dealing with IndusInd Bank.

10. I declare that I am not an un-discharged insolvent or bankrupt, nor have at any time been adjudicated insolvent or suspended payment or compounded with any creditors, or been convicted by a criminal court of an offence involving moral turpitude. I also declare that I have not been associated with any criminal actions in the past and have never been convicted by a court for any criminal activities.

11. I am aware and declare that I will be free to participate in social media sites, such as Facebook, LinkedIn, Twitter, etc. or on such sites/blogs which may come in to existence or use in future. I declare that I will not share any data or information or participate in any discussion on such social media sites/blogs or in any such manner about the Bank's business activities, Bank's policies, Bank's employees/executives, Bank's affairs or anything about the Bank, to anyone outside the Bank either through such social media sites/blogs or by any other means or medium of communication.

12. This declaration shall be effective from the date of my joining in the Bank and shall continue to be effective and applicable to me even after my ceasing to be an employee/executive of the Bank.

I wish to unconditionally state that I am in need of this employment and with this in view, I have carefully studied all the terms and conditions contained in the said Letter of Appointment and thereafter I have made up my mind to take up this employment and accept the said Letter of Appointment, unconditionally.

I shall report as per this letter, at _____ on _____.

Date: 16/10/23 **Signature of the Candidate:** Chitra

Place: MUMBAI. **Full Name:** CHITRA · KARUPPAN DEVENDER.

Contact No. 8169028345
Mobile No.: 8169028345
E-mail address: karuppanchitra0405@gmail.com.
Full address for communication:

Solitaire Corporate Park - Chakala Branch : IndusInd Bank Limited, Solitaire Corporate Park, Guru Hargovindji Marg Building No. 8, 3rd floor, Andheri Kurla Road, Andheri (E), Mumbai - 400093

Regd. Office: 2401, Gen. Thimmayya Rd. (Cantoment), Pune - 411 001. India.
Tel: (020) 26343201 Fax: (020) 2634 3241 Visit us at www.indusind.com
CIN : L65191PN1994PLC076333

IndusInd Bank

Welcome Onboard! IndusInd Bank has a well defined, structured Onboarding process. To facilitate completion of these formalities, you are requested to submit the below mentioned documents to your Regional HR / Reporting Manager.

- Graduation Degree / Certificate
- Last Degree & Diploma Certificate and Marksheet
- AMFI Certificate / IRDA (for Relationship Manager - Branch Banking)
- Proof of Name Change, if applicable (any of below)
  - Marriage Certificate
  - Affidavit with both the names mentioned in it
  - Gazette Copy of Name Change
- Proof of Identity & DOB
  - PAN Card
  - Aadhar Card
  - Driving License
  - Passport
  - Election Card / Voter Id
- Proof of Residence
  - Lease & License Agreement
  - Driving License
  - Aadhar Card
  - Election Card / Voter Id
  - Latest Bank Statement / Passbook which has employee name
  - Latest Electricity Bill / Telephone Bill with employee name
- Relieving letter to be submitted within 30 days from the date of joining (from immediate previous employer)

Solitaire Corporate Park - Chakala Branch : IndusInd Bank Limited, Solitaire Corporate Park, Guru Hargovindji Marg Building No. 8, 3rd floor, Andheri Kurla Road, Andheri (E), Mumbai - 400093

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IndusInd Bank

Annexure - I

Letter Date:		14-Oct-23	
Candidate Name:	Chitra Karuppan Devender	Organization Unit (OU):	CB-CC-BKG-VKYC
Contact Address:	Room No 487 Navtarun Naik Nagar S.M. Road Near Antop Hill Church Sion Koliwada,, Pin Code - 400037	Branch:	Opus Office
Grade:	EXE	City:	Corporate - Mumbai
Designation:	Officer - Customer Service	Reporting Manager ECN:	11148
Function (Business Unit)		Reporting Manager Name:	Arjun Mondkar
Department:	Contact Centre	Cost Center Code:	9017

Compensation Heads	Rs. (Per Annum)	Rs. (Per Month)
Basic	121384	10115
HRA	60692	5057
Officer Allowance	30285	2523
Statutory Bonus	28800	2400
Medical Reimbursement	15000	1250
Conveyance Allowance	19200	1600
Monthly Gross - (A)		22945
LTA (B)	6500	541
Employer PF Contribution (C)	21600	1800
Annual Guaranteed Cash (D)=(A+B+C)	303461	25288
Gratuity (E)	5839	486
Insurance Costing Mediclaim & GPAI (F)	10700	891
Cost to Company (G)=(D+E+F)	320000	26666

1)Appraisal Actions

* The Bank may pay Performance Bonus/Increment/Appraisal/incentive every year based on the performance of the individual employee, so also the Bank's overall performance.
* There is no minimum guaranteed Performance Bonus/Increment/Appraisal/incentive. Your Performance Bonus/Increment/Appraisal/ Incentive would depend on your Annual Performance Rating and also the Bank's performance.

 # Eligibility :

i) Payment of Performance Bonus/Increment/Appraisal/incentive is subject to an employee being on the rolls of the Bank on or before September 30th of any financial year.

ii) You would be eligible for Performance Bonus/Increment/Appraisal/incentive only if you are an active employee and not serving resignation notice as on the date of disbursement of any such payout including Performance Bonus/Increment/Appraisal/incentive.

iii)You would not be eligible for Performance Bonus/Increment/Appraisal/incentive, etc., if you are subjected to disciplinary action or a disciplinary action is contemplated or initiated or an investigation is pending against you.

Yours faithfully,
For IndusInd Bank Ltd

Amit Raj
Associate HR Partner
Human Resource Department
IndusInd Bank Ltd

Candidate's Signature: C. Chitra
Date: 16/10/23

Solitaire Corporate Park - Chakala Branch : IndusInd Bank Limited, Solitaire Corporate Park, Guru Hargovindji Marg Building No. 8, 3rd floor, Andheri Kurla Road, Andheri (E), Mumbai - 400093

Regd. Office: 2401, Gen. Thimmayya Rd. (Cantonment), Pune - 411 001. India.
Tel.: (020) 26343201 Fax: (020) 2634 3241 Visit us at www.indusind.com
CIN : L65191PN1994PLC076333

GANESH NITHYANANDAN PILLAI
[ADVANCE ACCOUNTING]
223121A1011.

integreon

21-March-2023

Name: Ganesh Nithyanandan Pillai
Location: Mumbai

Sub: Offer Letter for Employment at Integreon Managed Solutions

Dear **Ganesh,**

We at Integreon Managed Solutions Pvt. Ltd. is pleased to offer you the role of **Presentation Specialist L1** with our organization. Your all-inclusive annual remuneration on a cost-to-company (CTC) basis shall be **Rs.300000/- (Rupees Three Lakh Only)** which is inclusive of performance bonus. Please refer to Annexure I on Page 2.

You are requested to join not later than **31-March-2023**. A detailed appointment letter will be given to you on your first day with us.

You will be on probation for a period of **three (3) months** from your date of joining, which period may be either extended or reduced at the sole discretion of the Company based on your performance. Your employment will be confirmed via a confirmation letter upon your successful completion of the probationary period, unless otherwise communicated to you.

You shall be required to abide by Integreon's rules and regulations as listed down in the 'Associate Handbook' and your 'Appointment Letter'. You are requested to thoroughly read-through these documents once they are received by you on your first day of joining.

Kindly confirm your acceptance of this offer and your date of joining latest by 22-March-2023 post which the offer stands null and void.

Once again, welcome to Integreon Managed Solutions (India) Pvt. Ltd and we look forward to working with you.

For Integreon Managed Solutions (India) Pvt. Ltd.,

Anshu Gupta
Chief Of Staff

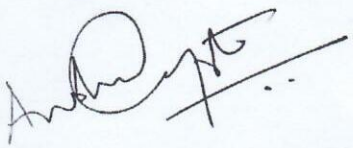
Dated: 21-March-2023

integreon

Annexure I
Salary Break - Ups
Location : Mumbai

COMPENSATION STRUCTURE		
Name : Mr. Ganesh Nithyanandan Pillai		
Designation : Presentation Specialist L1		
Grade : IJG09		
Salary Component	Amount (Rs.)	
	Per Month	Per Annum
A) Gross Salary		
BASIC	14,500	1,74,000
HOUSE RENT ALLOWANCE	5,800	69,600
TRANSPORT ALLOWANCE	1,600	19,200
MEDICAL ALLOWANCE	-	-
SPECIAL ALLOWANCE	110	1,314
Total (A)	**22,010**	**2,64,114**
B) Variable Pay		
ANNUAL PERFORMANCE BONUS		14,286
Total (B)		14,286
C) Company Contribution		
PROVIDENT FUND	1,800	21,600
Total ('C)	**1,800**	21,600
Total CTC (A+B+C)		3,00,000
Performance Bonus mentioned is based on achieving a rating of E and will be paid annually.		
Employees must be active on payroll on the payout date to receive a bonus payment. For new-joiners, this payout will be prorated based on their Date of Joining in the Company		

For Integreon Managed Solutions (India) Pvt. Ltd



Anshu Gupta
Chief Of Staff

(B&F) Vishlesha Chopdekar 2231OA1006

JANASWAMY ASSOCIATES

A-314, Bhaveshwar Arcade, L B S Marg, Ghatkopar (W), Mumbai - 400 086
T : 022 - 2500 3311/2500 3968 E : postmaster@janaswamy.com

August 17, 2023

Ms. Vishlesha Chopdekar

Dear Ms. Vishlesha Chopdekar

Sub: Appointment Letter.

With reference to your application and the subsequent interview and based on the discussions we have had, we are pleased to appoint you as an Audit Executive. Your all inclusive package will be Rs 20,000/- (subject to deduction of tax and other statutory payments as may be applicable).

You will be on probation for a period of six months unless extended, and during the probationary period, your appointment would be liable to be terminated upon two Month notice by either side. If we are satisfied with your progress during your probationary period, then your appointment will be confirmed with effect from the date of expiry of your probationary period. After confirmation, your appointment will be liable to be terminated upon two month's notice by either side

Please sign and return the duplicate copy of this letter as a token of your acceptance of the above offer and report for duty at office on August 17, 2023. Please note that your official appointment is subject to verification of your references and the information submitted in your Form submitted by you.

Your services will be for different locations / branches of the company, solely at the discretion of the company. Please note that the company will take no responsibility for finding accommodation for you, either at the place of your first appointment or at the places where to your services may be required from time to time.

The company reserves the right at its sole discretion to alter, amend or substitute without notice these terms of appointment or any one or more of them, either generally or in the application thereof, to specified employees, the facilities to which you are eligible will be governed by the terms of appointment as applicable to you in force from time to time and no claim will be entertained on the basis of superseded terms.

JANASWAMY ASSOCIATES ★ MUMBAI ★ CHARTERED ACCOUNTANTS

Contd.2..

Looking forward to a long and prosperous relationship with you.

Yours Faithfully,

For JANASWAMY ASSOCIATES

JANASWAMY ASSOCIATES * MUMBAI * CHARTERED ACCOUNTANTS

Authorized Signatory

I **Ms. Vishlesha Chopdekar** hereby agree to the Company Code of Practice, Ethics & Conduct for Employees as well as the Mis-selling/Misrepresentation and Confidentiality/Non-Disclosure Policy and agree to indemnify and keep Janaswamy Associates fully indemnified and safe and harmless at all times against all/any consequences arising by the breach of my appointment and shall immediately reimburse, pay to Janaswamy Associates on demand all damages, loss, cost, expenses or any charges that Janaswamy Associates may be required to suffer, pay or incur in connection therewith.

Chopdekar
(Employees Signature)

Mumbai - 17/8/2023
(Place and Date)

Offer Accepted: _____

Date: _____

2331OA1003

JPR DIGITAL PRIVATE LIMITED

Dated : 25.05.2023

OFFER LETTER

To,

Miss.Goldy Pandey
Mumbai

Dear Miss. Goldy Pandey,

We are pleased to appoint you as **"Office Executive"** at **(JPR – Dharavi)** with effect from 27th May, 2023.

Your gross annual compensation package will be Rs. 1,56,000/- p.a. which includes travelling & mobile bills, as mutually discussed and agreed upon.

Kindly confirm your acceptance by signing below.

For **JPR Digital Pvt. Ltd.,**

Authorised Signatory

JPR DIGITAL PVT. LTD. MUMBAI

Regd. Office : 301, Ganesh Niwas, 3rd Floor, Opp. Vallabh Vidhayalaya, Sion (W), Mumbai - 400 022.
Tel. : 022-2401 5451 / 2407 2073 / 2407 2074 • Fax : 022-2401 5449 • E-mail : support@jprdigital.in

Corr. Add. : Nirmal Co-op. Ind. Estate, Plot No. 109-C, Gala No. 204 & 205, Near VVF Company, Sion (E), Mumbai - 400 022. • Tel. : 2407 2073 / 74

kotak General Insurance

Name: Rohan .S. Nandivikar
Roll No: 22312A1031

29.February.2024

Dear Rohan,

Welcome to Kotak Mahindra Group!

We would like to take this opportunity of sharing our Group's vision of inculcating a culture of empowerment and entrepreneurship. This has been instrumental in attracting the brightest minds to help transform us into a Global Indian Financial Services Brand. We also value and adhere to the highest standards of corporate governance and compliance to be the most Trusted Financial Services Company. Our primary business driver is Value Creation for our customers and stakeholders and not just size of business. We offer real time world-class solutions to our customers, which are pragmatic and uniquely Indian.

We take pleasure in inviting you to join Kotak Mahindra General Insurance Company Limited as **ASSISTANT MANAGER** in Grade **M1A** at our **MUMBAI - CHINTAMANI** office in the **BANCA - COMMERCIAL BUSINESS - BBA** Department. Your overall remuneration and the benefits that would be applicable to you are attached for your perusal in Annexure A. Please note that the offer is subject to appropriate references of your credentials. Post your joining a detailed appointment letter will be issued to you detailing terms and conditions of your employment with us.

We would appreciate your joining on or before 11.March.2024.
Kindly confirm your affirmation by signing a duplicate copy of this letter and return it to us by 01.March.2024

We look forward to working with you and would like you to participate in working with us to make our company the most preferred employer in financial services industry.

Yours Sincerely,

Vinayak Jayaram

Head - Human Resources

Kotak Mahindra General Insurance Company Limited

kotak General Insurance

NNEXURE A - REMUNERATION DETAILS

ohan Nandivkar

SALARY COMPUTATION		
Components	**Per Annum**	**Per Month**
BASIC	96,250	8,021
HRA	48,125	4,010
BONUS	19,250	1,604
FIELD ALLOWANCE	95,195	7,933
GROSS	**2,58,820**	21,568
EMPLOYER PF	11,550	
GRATUITY	4,630	
TOTAL CTC	**2,75,000**	

TES

u will be eligible for appraisal for Financial Year 2024-25

y City Compensatory Allowance eligibility is subject to the terms & conditions of the Company

ur designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures force at the relevant time

u will also be covered under Health, Group Personal Accident policy and Term Insurance as per current Company policy. Employees covered under ESIC not be eligible for Company incorporated Health Insurance policy

payments listed above as reimbursements (if any) need supporting documentation

notional provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future

u will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are ble for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force

e appointment letter will be issued to you after your joining, on the receipt of documents listed below and positive references

other terms and conditions of your employment would be as per the existing policies of the Company in force time to time

tails of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the mpany's formal consent

LODHA INDUSTRIES

: 110, Jogani Industrial Estate, Next to Madani Industrial Estate, Senapati Bapat Marg, Dadar (West), Mumbai - 400 028
☎: 022 - 24307214 | : + 91 75061 02720 | + 91 98218 29659 | : www.koinhardware.in | : lodhaindustries@gmail.com
GSTIN : 27AJGPJ5298N1ZG

Date : 10th April 2024

Dear : PRAVEENA PRADEEP KALAMBATE .

We were all very excited to meet and get to know you over the past few days. We have been impressed with your background and would like to formally offer you the position of **ACCOUNATNT.**

This is a *full*-time position, (Working *days & hours: 6 days and 8 hours).* You will be reporting to the head of the **Account *Department.***

We will be offering you an annual gross salary of RS.15000/- and *12* days of paid vacation per year. Your expected starting date is 01/05/2024.

In the meantime, please feel free to contact me or Rajan Jain via email or phone on +91 **9867717481,** should you have any questions.

We are all looking forward to having you on our team.

Best regards,

LODHA INDUSTRIES INDIA MUMBAI

LODHA INDUSTRIES

25

Vineeth Rane
22306A1042

Dear Ma'am,

I am Vineeth Rane from MScIT 2nd Year.

I'm writing this letter to inform you about my job details. Unfortunately, I couldn't attend classes regularly due to my working schedule. I've joined LTIMindtree (LTI) an year ago, I have shifts on weekly basis, due to this I couldn't attend some of lectures and practicals.

I've also attched the appointment letter of the company as you suggested.
I'll do my best to attend the lectures & practicals on my weekly holidays.

Hope I'll get your support and cooperation.

Vineeth Rane.

LTI
Let's Solve

Date: March 11, 2022

Ref: LTI/HR/Campus/NE6/2022

Name: Vineeth Rane

College: Vidyalankar School Of Information Technology

OFFER OF EMPLOYMENT

Dear Vineeth Rane,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period, your CTC including all benefits will be **Rs.[redacted]**- as per the details mentioned in **'Annexure-1'.**

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. **Increments and Promotions**
   Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. **Overseas Deputation/International Assignment**
   It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.
   Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. **Documents**
   Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

LTI
Let's Solve

4. **Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. **Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this '**Offer of Employment**' on the **CampBuzz Portal** (*https:\\campbuzz.lntinfotech.com*) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.
According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,
For Larsen & Toubro Infotech Ltd.

Ashish Naik
Associate Director -
Talent Acquisition

I have read the letter and accept the same.

Signature and Date

Name- Arman Thakur
Rollno- 2231041026
Banking and Finance

M&G Global Services Private Limited

Offer letter

18th July 22

Dear Arman,

We are pleased to let you know that you have successfully completed the selection process and we are making you an offer of employment on the following terms and conditions.

1. Appointment Terms and Conditions

1.1. You shall be appointed as **Insurance Associate in Level 1**

1.2. You need to communicate your acceptance to this offer within one day from the date of this letter, failing which this offer shall stand cancelled.

1.3. If you accept this offer as aforesaid, you shall join the Company on **1st August 2022** or such other date as mutually agreed in writing. In case you do not report on the joining date the Company reserves the right to withdraw this offer.

1.4. As an employee of the organisation, your Annual Cost to Company (CTC) will be **Rs. 3,30,000/- (Rupees Three Lakhs and Thirty Thousand Only)**. In addition to the CTC, you shall be entitled to a performance bonus (refer compensation breakup for more details)

1.5. You shall be based in Mumbai but will serve the Company or any of its subsidiaries or associated companies in any location within or outside India.

1.6. Your employment with the Company is subject to:
- (a) Accuracy of the testimonials and information provided by you
- (b) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date
- (c) Successful completion of your background verification including criminal, credit and other checks to the satisfaction of the Company
- (d) Your being eligible or authorised to work in India
- (e) Your being medically fit to take up the employment

1.7. Please submit the following documents within 4 days of accepting the offer.
- 1.7.1. Duly filled Candidate Data Sheet and Background Screening Form
- 1.7.2. Pay Slip/Appraisal Letter/Form 16 from your previous Employer
- 1.7.3. Aadhar, Pan and Passport copy

1.8. You should carry the following documents on your joining day.
- 1.8.1. Certificate/Mark sheets of all years of Graduation/Post Graduation
- 1.8.2. Relieving Letter from last employer
- 1.8.3. Past Relieving Letters, supporting documentation of Past Employment

M&G plc, Incorporated and registered in England and Wales. Registered office: 10 Fenchurch Avenue, London EC3M 5AG. Registered number 11444019.
M&G plc is a holding company, some of whose subsidiaries are authorised and regulated, as applicable, by the Prudential Regulation Authority and the Financial Conduct Authority. The Prudential Regulation Authority and the Financial Conduct Authority replaced the Financial Services Authority on 1 April 2013.

M&G Global Services Private Limited

Thank you for exploring career opportunities with M&G Global Services. We welcome you and wish you every success in your career.

Yours sincerely,
For **M&G Global Services Private Limited**
(formerly known as 10FA India Private Limited,
and prior to that Prudential Global Services Private Limited)

Authorised Signatory

I have read and accepted the terms and conditions of employment as explained above.

Signed: ..... **Date:** .....

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M&G Global Services Private Limited

18th July 2022

You will be eligible for the following compensation, perquisites and benefits.

Customer Service / Operations/ Insurance Associate/ Level 1/ Arman Thakur	OFFER	
ELEMENT	**MONTHLY**	**ANNUAL**
Basic	15,000	180,000
House Rent Allowance	750	9,000
Statutory Bonus	3,167	38,000
Personal Pay @	6,783	81,400
SUB-TOTAL	**25,700**	**308,400**
PF (12% of Basic) - Company Contribution	1,800	21,600
TOTAL CTC	**27,500**	**330,000**
Value of Annual Bonus*	4,125	49,500
GROSS TOTAL	**31,625**	**379,500**
** Above mentioned bonus amount is an indicative target amount. Actual payout will be based on individual & company performance.*		

@ Employees may claim tax benefits subject to prevailing Income Tax rules for the below expenses incurred and claimed as reimbursement as per eligibility from Personal Pay.

1. Leave travel Allowance - INR.25,000/
2. Meal voucher – INR.26,400/-

In addition to the CTC and Bonus, you will also be entitled to the following benefits:

	BENEFITS	VALUE
1	Group Mediclaim policy covering Self, Spouse, up to 2 Dependent Children and dependent Parents or In-laws up to 85 years	Sum assured INR 10,00,000 hospitalization benefit Maternity coverage up to INR 50,000
2	OPD policy covering annual medical check-ups, OPD visits, unlimited tele-consultations with GP / Specialists, online prescribed pharmacy, certain dental and vision procedures. Coverage: Self, Spouse, 2 children up to age of 25 years, 2 dependent parents up to age of 80 years Sum Insured – INR 7,500 annually	OPD Floater Sum Insured INR 7,500 Health check-up up to INR 5,000 per family within overall OPD limits
3	Group Personal Accident Policy for Self	Sum assured INR 10,00,000
4	Group Term Life Policy for Self	Sum assured INR 13,00,000
5	Gratuity	As per Payment of Gratuity Act

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506/506-A, Hyde Park,
Sakivihar Road,
Andheri (East),
Mumbai – 400 072
India.
Telephone: +9122 61679700
Facsimile: +9122 61679650
www.marcusevans.com

23rd Jan, 2024.

To,
Tejas Vishwasrao
21/2804, Lodha Amara,
Kolshet Road,
Thane - 400607

Dear **Tejas**,

I have the pleasure in confirming our offer of an appointment with ME Indian Conferences Pvt Ltd.

Role and Commencement Date

Your position will be **International Sales Executive**. Please note that the content of your job may change from time to time. Your start date will be **Wednesday 31st Jan, 2024.**

Remuneration

Your starting salary will be **INR 30,000** per month with monthly commissions paid on all checked in business.

Annual Leave
Annual leave is 12 working days per annum from the date of commencement. The holiday year runs from 1 January to 31 December and the holiday entitlement accrues at the rate of 1 day for each completed month of service. Holiday entitlements cannot be carried over from one year to the next year.

Hours of Work

Normal office hours are 8.30am to 5.30pm Monday through Thursday, Friday from 8.30am to 5.00 pm.

Employment Contract

The terms of this offer are subject to the terms and conditions set out in the employment contract, which will be given to you on your last day of your initial training with the Company, to sign and return.

MOTILAL OSWAL
Financial Services

223174101C

28 Nov 2022

Mr. Priyanshu Pramod Singh

Mumbai

Dear Priyanshu,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a Executive handling Profile of Territory Manager in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 28 Nov 2022

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1.**Cost to Company (CTC):**

This consists of the following components as defined below:

• Monthly Components

• Reimbursements

• Performance Bonus

The components of your Compensation are as follows:

A) **Monthly Components-**

1)**Basic Salary**

Basic Salary is computed at 40% of Cost to Company (CTC).This amount is fully taxable and shall be paid to you in equal monthly instalments.

2)**House Rent Allowance (HRA)**

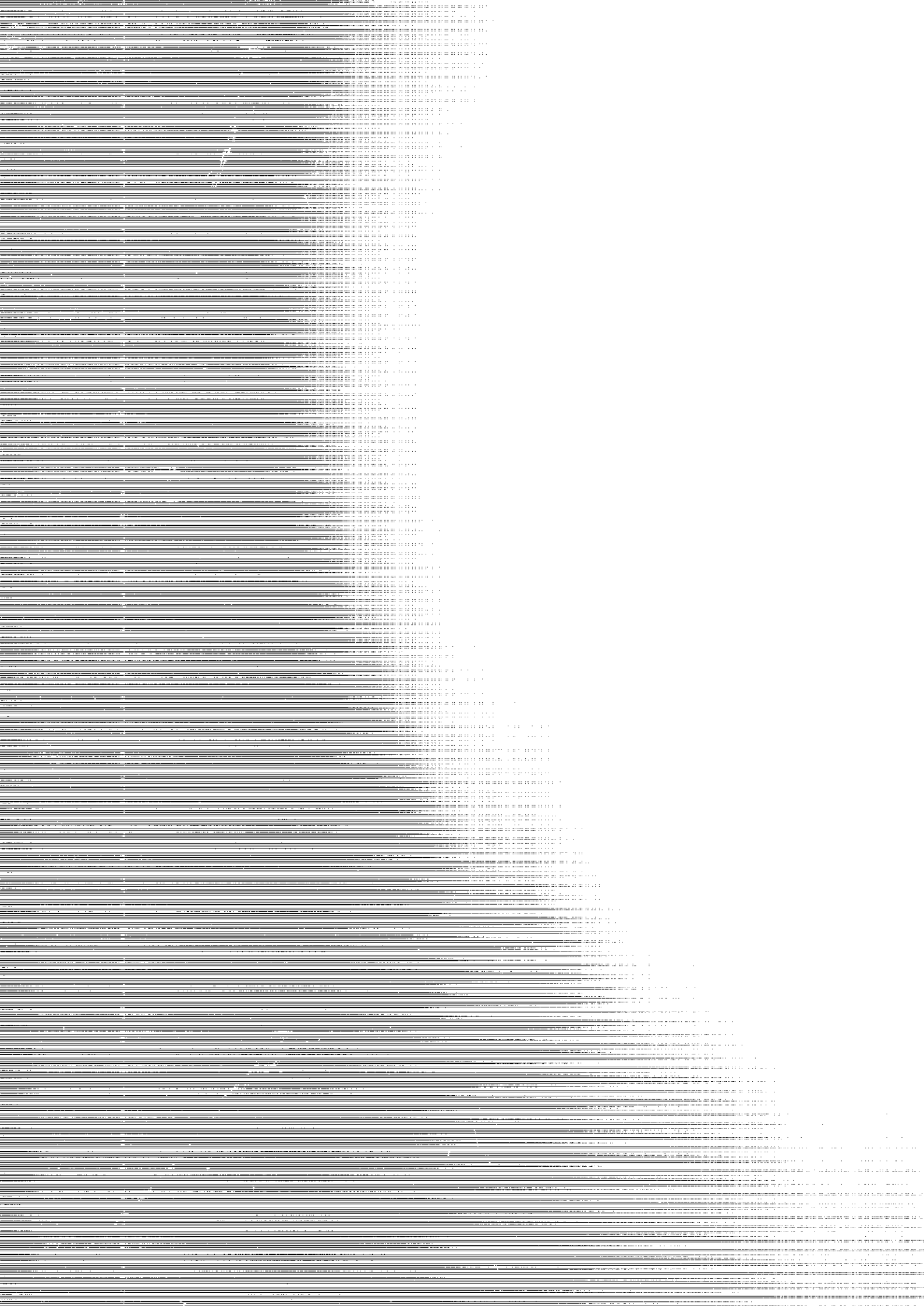
HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3)**Special Allowance**

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable



status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) **Reimbursements-**

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.

1)**Leave Travel Assistance (LTA)**

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2)**Meal Card**

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3)**Car Expenses' Reimbursements**

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1.Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.

2.For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

4)**Entertainment Expenses' Reimbursement**

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) **Performance Bonus:**

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year.

2.**Additional Benefits:**

A) **Mediclaim**

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.

B) **Life Insurance**

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) **Retirals:**

Gratuity

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3.Rules and Regulations

Confirmation Period:

All Employee will be confirmed from day one from their joining.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.

Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentially even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

• Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leaves their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.

• Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Work From Home:

Work From Home (WFH). Company facilitate Work from Home for Associates, whose duties can be met by Associate through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Departments HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone.

As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Termination:

Employment will be terminated with immediate effect if found to indulge in any underhand means that may be detrimental to the Company. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

Annexure

Name:	Priyanshu Pramod Singh	**DOJ:**	28 Nov 2022
Designation:	Executive	**Location:**	MH-Mumbai-MOT
Profile:	Territory Manager	**Reporting To:**	Suresh Chandrika Chauhan
Grade:	E2	**Department:**	Sales-Franchisee Acquisition

Heads	Annual CTC
Basic	1,00,000.00
HRA	50,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	55,724.00
PF	20,244.00
Esic	7,232.00
Annual Remuneration	2,50,000.00

Group Life Insurance	10,00,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	As per company policy

Note: *If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Mediclaim Policy is a part of CTC, subject to your details available on CIF portal.You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

*This is a computer generated communication and does not have a signature.

Acknowledged by:

Acknowledgement Date and Time

A Unit of KickassAdventures Pvt. Ltd

OFFER LETTER

Dear Mr. Heena Idris Fakki
Email ID – heenafakki18@mail.com
Address: Room No. 28, 11/25, Railway Line No. 4, Wadala Mumbai, Antop Hill, Maharashtra - 400037
Contact no: 9167050866

Congratulations!
With reference to your application & further discussion you had with us, we are pleased to offer you the position of "**Customer Relationship Officer**" in **Mystery Rooms Phoenix kurla Mumbai Branch**. Your joining date is **18-12-2023** and the details of roles and responsibilities shall be provided upon joining. In case of delay, this offer letter will be automatically terminated.

1. Your total emoluments will be Rs. **16,000 (Sixteen Thousand Only)** per/month.

2. You will be under trial for a period of **3 days** (Non paid) from the date of joining. During this period, you shall be trained and guided for the profile for which you have been hired.

3. You will be under probation for a period of **1** month from the date of joining. Based on your performance your services will be confirmed with the company after the aforementioned period. If you leave the company or the company asks you to leave due to non-performance, before completion of one month from the date of your joining, no salary will be paid for the number of days passed.

4. You shall be granted one weekly off (Not on weekends or on public holidays).

5. You understand and affirm the need to treat your compensation as highly individual and confidential, which is to be discussed only with the HR and the Management. In case of disclosure of the same from your end, relevant action will be taken.

6. The notice period for leaving/terminating services shall be **1** month. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.

Please sign & send a copy of this "Offer Letter" as a token of your acceptance indicating your date of joining.
We are extremely happy to have you on board with us!

Sign - _____
I have received and accepted this offer.

Yours Sincerely,

Radhika Panjwani,
HR Manager, Mystery Rooms India

BF 22310A1033
22310A0033

NETIZEN ENGINEERING PRIVATE LIMITED

Date: 05-Oct-2023

Ms, Pooja Moota

MUMBAI

Dear Pooja.

With reference to your application and subsequent discussions with us, we are pleased to offer you the position of " **Service Executive** " Fixed Tenure from **10-Oct-2023 to 09 -Oct-2024** on the terms & conditions mutually agreed by us. Your Monthly **Net Take Rs 20,000/ P.M**
Your place of posting will be **Mumbai** .You have to join on **10- Oct- 2023** failing which this offer will stand cancelled automatically & no claim for employment or of any other nature shall neither be entertained by us nor shall lie against us.

The detailed "Letter of Appointment", with the terms and conditions will be issued to you on completion of your joining formalities.
Please return the duplicate copy of this letter duly signed by you, confirming your acceptance.

For Netizen Engineering Pvt. Ltd.

Authorised Signatory
Acceptance

I accept the above letter & shall join the services of your company latest by _____

Signature of Candidate

NEEV LIFESPACESS LLP

Level 16, D-Wing, Trade World

Kamala Mills , Senapati Bapat

Marg, Lower Parel

Mumbai -400013

Tel.: 7718083681/9820828907

Email: neevlifespacess@gmail.com

Date: 25th April 2023

Sandhya Surendra Gupta

D/O Surendra Gupta,
Shiv Shankar Nagar,
Salt Pan Road, Wadala
East Mumbai – 400037.

Subject: Offer for Position of Pre – Sales Executive.

Dear Sandhya,

Congratulations! We are very excited to have you on board!

With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Pre – Sales Executive** in our company.

Your work location will be Mumbai. You are requested to report to the below mentioned office address by **10.30 AM on 25th of April 2023**.

The offer described above is subject to satisfactory completion of background verification as the company may consider necessary. As a part of this process, we may ask you for some information / documents and non-submission of such information/documents from your side might affect the results of this verification. The company may withdraw this offer in case your background verification report is found to be unsatisfactory.

At the time of joining, you are requested to submit copies of academic and professional qualifications, relieving letter from your previous organization, last salary slip, copy of your Pan Card and 4 recent passport size photographs. You need to carry all original documents for verification.

In case you are unable to provide us with aforesaid documents within 2 days of your joining, this employment offer will no longer be valid.

Should you need any clarification prior to joining, please feel free to get in touch with **Mr. Kiran Chugh** or mail him at **neevlifespacess@gmail.com**

We are delighted to welcome you to our team and look forward to a mutually rewarding relationship.

Yours Faithfully

Neev Lifespacess LLP

Kiran Chugh

Authorised Signatory

Offer Details-

Name: Sandhya Gupta

Designation: Pre -Sales Executive.

Annual CTC: 2,40,000/-

ANNEXURE "A"

Employee Name: Sandhya Surendra Gupta

COMPONENT	Rs. PER MONTH	Rs. PER ANNUM
Basic Allowance	8,000	96,000
House Rent Allowance	3,600	43,200
Conveyance Allowance	2,800	33,600
Medical Allowance	2,000	24,000
Special Allowance	3,600	43,200
NET SALARY	20,000	2,40,000

BF

NIRMAL BANG
a relationship beyond broking

BF
2231041060

21 September 2022

Esha Vishakh Pawar
B/33,4th Floor,Best Colony,
Jerbai Wadia Rd,Parel Bhoiwada
Mumbai-400012.

Dear Esha,

Letter of Offer

With reference to your application and the subsequent interview you had with us, the management of Nirmal Bang is pleased to offer you the position of **Junior Executive - Surveillance** at **Mumbai Malad Office** based on the terms and conditions mutually discussed and agreed upon.

Your annual total cost to company will be **₹202000/-(Rupees Two Lakh Two Thousand Only)** (Break up is given in attached Annexure).

Bonus/Variable Pay Plans/Performance Linked Incentives & other perks are at the discretion of the Management.

Further, the Joining of the Candidate will be only after the submission of the below documents.
Scanned copies of all the original documents are mandatory and to be mailed before 4 days of joining for on boarding activity (Size – upto 2MB).

04 Colored (White Background) passport size latest photographs
Original scan copies of academic qualification/ technical examinations (AMFI module, etc)
Proof of last three months salary drawn or Appointment letter of previous employer with last 6 Months Bank Statement
Relieving letter or accepted Resignation letter from previous employer
Copy of Pan Card
Address Proof
ESIC & PF – Along with 4cm x 10cm Family Photo / PF Form (If Applicable)
Bank Salary A/C Opening Form/Acknowledgment Copy/ Scan Copy of Bank Salary A/C Opening Form

Validity of this offer is for 90 Days or any other date mutually agreed upon in writing and your final appointment is subject to subsequent reference and background verification by us.

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

We welcome you at Nirmal Bang and look forward to a long professional association.

Yours faithfully,
For Nirmal Bang Group

NIRMAL BANG
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*Computer generated document. No signature required

Accepted by Esha Vishakh Pawar

_____ on 01/10/2022

Chinmay Mestry
22312A1006

MacV

Quiosco Retail India Pvt. Ltd.
Unit No. 18, 1st Floor, Steelmade Industrial Estate, Marol Udyog Premises C
Marol Maroshi Road, Andheri (East), Mumbai - 400 059
Contact No : +91 22 4023 1587
Web : www.macv.in
CIN : U52394MH2012PTC226928

Offer Letter

20th Decemb

Chinmay Atmaram Mestry
Place :-Mumbai.

Dear Chinmay,

It was a pleasure meeting you in connection with your application for employment company. In this regard, we confirm our intent to offer you the position of 'Jr. A Executive' in our organization in total annual gross emoluments of Rs. 1,44,000/-.

As mutually agreed, you will join the services of the company on or before 26th D 2022 failing which the offer will be withdrawn.

Your final appointment letter shall be subject to positive personal and professional r check and producing documents viz. Relieving letter from previous employer, previous compensation structure, Residence and all Educational certificates. The Letter of Appointment containing the terms and conditions of your employment will to you on the date of joining.

Thanking you and looking forward to your joining.

Yours sincerely,

QUIOSCO RETAIL INDIA PRIVATE LIMITED MUMBAI

Bhagyashree Ladagonkar
Sr. HR Executive
Quiosco Retail India Private Limited

Fwd: Fw: Job Opportunity - Management Trainee - Podcast Team

Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Mon 3/18/2024 3:52 PM
To:Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Sapna plz update the PI data

Get Outlook for Android

From: Vedika Gurav <hr@rdindiagroup.com>
Sent: Monday, March 18, 2024 11:41:28 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Fw: Job Opportunity - Management Trainee - Podcast Team

Dear Dinesh,

Greetings!

We are delighted to inform you that we have extended an offer to Anto Gladwin for the position of Management Trainee for our Mobile Accessories brand Sault.

We believe Anto's skills and qualifications align perfectly with the requirements of the role, and we are excited about the possibility of having him join our team. Outlined below are the details of the offer:
Position: Management Trainee Annual CTC: 2.37 Lakhs per annum

CTC Breakdown:
Net Salary: 16,700/- per month
Variable Performance Bonus: 25,000/- per annum
Retention Bonus: 12,000/- (This retention bonus will be applicable only if Anto completes one year with our organization)

Please note that this offer represents our standard package for any fresher candidate, and there will not be any changes to the terms outlined above, which are based on the skills and educational knowledge of the student.

We believe that this offer reflects our appreciation for Anto's potential contributions to our organization, while also providing competitive compensation within the industry.

Kindly convey this offer to Anto Gladwin at your earliest convenience. We anticipate his potential joining date to be on 15th May 2024 and look forward to the opportunity of him contributing to the success of our organization.

Please discuss this offer with Anto and confirm his acceptance within 3 working days to proceed further with the onboarding process.

Thank you !

RD GROUP

Best Regards,
Vedika Gurav
Human Resources
@hr@rdindiagroup.com
+91 73977 51100

On Fri, 15 Mar 2024 at 16:53, Vedika Gurav <hr@rdindiagroup.com> wrote:

yes, please

Thank you !

Best Regards,
Vedika Gurav
Human Resources
@hr@rdindiagroup.com
+91 73977 51100

On Fri, 15 Mar 2024 at 16:48, Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

but i will send Anto to your office as per schedule

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Vedika Gurav <hr@rdindiagroup.com>
Sent: Friday, March 15, 2024 4:43 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Fw: Job Opportunity - Management Trainee - Podcast Team

Thanks for the mail.

At this stage, however, I lack detailed information about the project

Best Regards,
Vedika Gurav
Human Resources
@hr@rdindiagroup.com
+91 73977 51100

On Fri, 15 Mar 2024 at 10:05, Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

Dear Vedika,
Thank you for the consideration.
I conveyed this message to Anto Gladwin and he can come for an interaction as per the schedule.
Kindly reveal the project, basic requirement, compensation, any terms and condition with regard to this new opportunity.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Vedika Gurav <hr@rdindiagroup.com>
Sent: Thursday, March 14, 2024 4:44 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Fw: Job Opportunity - Management Trainee - Podcast Team

Dear Dinesh,

Greetings!

We would like to schedule an interview for **Anto Gladwin on March 16, 2024, at 11:30 AM.** We are keen on ensuring clarity and avoiding any misunderstandings, hence I wanted to keep you in the loop regarding the arrangement.

Additionally, I'd like to inform Anto that we have a different project in mind for him. This adjustment aligns with our evolving needs and Anto's skills. We believe this project will offer exciting opportunities for growth and contribution.

Looking forward to hearing from you

RD GROUP

Best Regards,
Vedika Gurav
Human Resources
@hr@rdindiagroup.com
+91 73977 51100

On Mon, 11 Mar 2024 at 16:12, Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

Hi Vedica,
Thank you so much for the clarity and I had spoken to Anto Gladwin. Asking his concern and mailing reference to this message for you. He intends to join. I asked him to give me that in writing and I will be forwarding the same to you.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Vedika Gurav <hr@rdindiagroup.com>
Sent: Monday, March 11, 2024 1:29 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Fw: Job Opportunity - Management Trainee - Podcast Team

Dear Dinesh,

I acknowledge that there might have been some ambiguity regarding the package and the probationary terms. I apologize for any confusion this may have caused.

Regarding Anto's situation, we were waiting to have him join immediately but he declined because of his commitments & may be because of the graduation exams also we discussed with him that please speak with the college placement about your joining but I feel may be he didn't discussed anything & declined the offer only on the basis of pay scale, apart from this we discussed few perks & benefits with him which was accumulated to 2.5lpa which is mentioned in the initial mail

Additionally, please understand that we have already hired two candidates for the same profile, and considering Anto's case, I will discuss with the Director the possibility of reconsidering his profile for any other project that aligns with his skills and experience.

Furthermore, I would like to emphasize that salary discussions during the interview process are subject to the candidate's skill set and experience level, and in the case of management trainees like Anto, there might be a restructuring of the CTC after a certain period to reflect their performance and growth within the organization.

RD GROUP

Best Regards,
Vedika Gurav
Human Resources
@hr@rdindiagroup.com
+91 73977 51100

On Sat, 9 Mar 2024 at 15:00, Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

Hi Vedica,

I had a word with Anto Gladwin student of BMM final year. He indicated as negotiated with your esteemed organisation for a package of 2lpa. In that case, I advised him to join and do good during the probation period, as you said thereafter he will be getting the package you actually indicated. I request you to consider him for final selection.

I went again through the proposal you initially shared with me. Had there been any indication of a different package and a condition of probation period, I believe this condition would not have crept.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Tuesday, February 13, 2024 4:20 PM
To: Vedika Gurav <hr@rdindiagroup.com>
Subject: Re: Fw: Job Opportunity - Management Trainee - Podcast Team

Thank you Vedika.
I will inform my students who applied to be on standby.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
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From: Vedika Gurav <hr@rdindiagroup.com>
Sent: Tuesday, February 13, 2024 3:52 PM

To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Fw: Job Opportunity - Management Trainee - Podcast Team

Hello Dinesh,

Greetings!

We have decided to incorporate a telephonic round on 15th February 2024, between 11:00 AM to 5:00 PM. Following this initial screening, will then proceed with shortlisted candidates for face-to-face interviews.

We believe that this updated process will help us identify the most qualified and suitable candidates to join our team.

Thank you for your continued support and cooperation as we refine and improve our recruitment procedures. If you have any questions or concerns, please feel free to reach out to me.

RD GROUP

Best Regards,
Vedika Gurav
Human Resources
@hr@rdindiagroup.com
+91 73977 51100

On Mon, 12 Feb 2024 at 17:01, Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in> wrote:

Hi Vedika,
Please find details of applicants as attached.
Kindly let me know further process.

Regards,

Dinesh Sukumaran
Head Training and Placement

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Mob. No. : 8928859766
www.vsit.edu.in

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From: Rohini Kelkar <Rohini.Kelkar@vsit.edu.in>
Sent: Saturday, February 10, 2024 6:04 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Anindita Banerji <anindita.banerji@vsit.edu.in>; Shrinath Shankar <shrinath.shankar@vsit.edu.in>; Rumeli Sharma <rumeli.sharma@vsit.edu.in>
Subject: Fw: Job Opportunity - Management Trainee - Podcast Team

Please check the trail mail and do the needful.

Let me know the outcome.

Regards

Dr. Rohini Kelkar
Principal

VSIT | Vidyalankar School of Information Technology

Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126 ext 3002
www.vsit.edu.in

Please consider your environmental responsibility before printing this email

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From: Vedika Gurav <hr@rdindiagroup.com>
Sent: Friday, February 9, 2024 7:34 PM
To: Principal <principal@vsit.edu.in>
Subject: Job Opportunity - Management Trainee - Podcast Team

Dear Placement Cell Team,

I am reaching out to inform you about an exciting job opportunity available at our organization for the role of Management Trainee - Podcast Team. We are seeking candidates who can join immediately and contribute to our dynamic team.

Profile : Management Trainee - Podcast Team

CTC: 2.50 to 3 Lakhs p.a.

Job Description:

Content Creation:
1.Develop compelling and creative content, particularly through video formats, for YouTube & Instagram
2.Create a positive and authentic image for the brand
3. Scripts & Execution of Shoot with the help of the Team
4. Helping the video editor to bring out the best video for YouTube

Reel Production:
1. Conceptualize, script, and produce engaging reels that highlight key aspects of the Podcast Topic
2. Stay updated on social media trends and incorporate them into content creation.

Language Proficiency:
Maintain a high standard of hinglish language proficiency in all content creation and communication.

Social Media Enthusiast:

Stay actively engaged in social media platforms and demonstrate enthusiasm for emerging trends.

Foster community engagement and respond to comment on social media platforms

If you know of any recent graduates or alumni who might be interested in this opportunity, please feel free to share this email with them. Interested candidates can apply by sending their resumes on hr@rdindiagroup.com We are looking forward to welcoming motivated individuals who are eager to kickstart their career in content creation.

Location: Lamington Road, Grant Road, East, Mumbai 400 007

Company Website: https://rdindiagroup.com/

https://sault.in/

https://rdfoundations.org.in/

Insta handle: https://www.instagram.com/dhande.ka.fundaa/?igsh=Z2F4ODhncm1hbDRi

RD GROUP

Best Regards,
Vedika Gurav
Human Resources

@
hr@rdindiagroup.com

+91 73977 51100

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Vighnesh Kubal
22312A1007
M.Com (AA)

Offer Letter: Accountant at Ronak Sejpal & Associates

2 messages

Ronak Sejpal <ronak@sejpalassociates.com>
To: vighneshkubal11@gmail.com <vighneshkubal11@gmail.com>
Tue, 13 Feb, 2024 at 8:49 pm

Hi Vignesh,

I am pleased to offer you the post of Accountant in our firm.

Our office timings are 10.30 am to 7.00 pm. (2nd and 4th Saturday off). Your salary will be as Rs 10,000 for the first year and will be increased gradually during your tenure depending upon your capabilities.

You will also be provided with First Class train fare as conveyance which will be over and above your salary.

You will have to commit atleast 2 years to the firm so as to be able to grasp and understand the work.

Your Notice period will be 60 days.

Kindly confirm your acceptance by replying to the mail.

With Regards,
Ronak Sejpal, Proprietor
Ronak Sejpal & Associates
Chartered Accountants
317, BPS Plaza, Devidayal Road, Mulund West, Mumbai – 400080
IN Office: 022-25682300
IN Mobile: 9987650385
Website: www.sejpalassociates.com

vighnesh kubal <vighneshkubal11@gmail.com>
To: Ronak Sejpal <ronak@sejpalassociates.com>
Tue, 13 Feb, 2024 at 9:38 pm

I accept the offer.
[Quoted text hidden]

SAMARTH ENTERPRISES

Dombivli, Maharashtra, India

Dear Vidyalankar School Of Information And Technology

I am writing to inform you that one of your esteemed students, Rutuj Namdev Chavan, is currently working with our organization, Shree Samarth Enterprises, as part of our in Bussiness Development Team beginning on 23 July,2023

Rutuj Namdev Chavan is a dedicated and enthusiastic individual who has demonstrated excellent academic and interpersonal skills. We are pleased to have them as a valuable member of our team. They are currently working in the Accountant and have already made a positive impact on our projects and daily operations.

We value our partnership with Vidyalankar School Of Information And Technology, and believe in the importance of providing students with real-world experience and professional development opportunities. Rutuj Namdev Chavan is a great example of the talent and potential that your institution nurtures and educates.

During their time with our company, we are committed to providing Rutuj Namdev Chavan with valuable hands-on experience and mentorship to help them develop their skills and knowledge in their chosen field. We are confident that this experience will be mutually beneficial, allowing Rutuj Namdev Chavan to gain practical insights into their area of study and contributing to our organization's ongoing success.

We will ensure that Rutuj Namdev Chavan is provided with a supportive and engaging work environment. We encourage open communication with Vidyalankar Institute Of Information And Technology to ensure that their educational and professional development goals are being met during their time with us.

Vivek Mahadik

8591392808

Sarfaraz Khasdar's Tutorials

Tuitions for all subjects of ICSE, CBSE and SSC Boards & All subjects of FYJC /SYJC Commerce stream. | Specialized in : Maths and Accounts.

To,
Miss Kanees Ayesha Ashrafi
75th Wahidna Bldg,
Kambekar street,
Modh Ali Road,
Mumbai 400009

Sarfaraz Khasdar Sir +91 70216 99980

Sarfaraz Khasdar's Tutorials

Tuitions for all subjects of ICSE, CBSE and Maharashtra Boards (SSC Board) & All Subjects of FYJC /SYJC Commerce Stream and F.Y.B.Com, S.Y.B.Com, T.Y.B.Com

Specialized in : Maths and Accounts.

62, Parveen Manzil, 6th Floor, Room No. 601, Dontad Street, Khadak, Masjid Bunder west, Mumbai - 400009.

Date : 23rd March, 2023.

Dear Miss Kanees Ayesha Ashrafi,

I am pleased to offer you the position of Assistant Teacher at Sarfaraz Khasdar's Tutorials, with an effective start date of April 1, 2023.

Your working hours will be from 10:00 AM to 4:00 PM, from Monday to Saturday. Your monthly salary for this position will be Rs. 12,000. This position will be based at our tutorial center located at 62, Haji Ismail Haji Habib Trust Building. 6th floor, Room No. 601, Dontad street, Masjid Bunder west, Mumbai 400009.

Your responsibilities as an Assistant Teacher will include assisting in teaching, helping students with their studies, taking students monthly assessment and its checking and contributing to the overall success of our tutorial program.

This appointment is subject to the terms and conditions outlined in our employment agreement, which you will receive separately. Please sign and return a copy of the employment agreement to acknowledge your acceptance of this offer.

We are excited to have you join our team and believe that your skills and dedication will be a valuable addition to Sarfaraz Khasdar's Tutorials.

If you have any questions or require further information, please feel free to contact us. We look forward to your positive response by 28th March' 2023

Sincerely,
Sarfaraz Khasdar
(Owner)
Sarfaraz Khasdar's Tutorials
E-Mail : sarfarazkhasdar@gmail.com
Cell No. 7021699980

For SARFARAZ ABDUL KABER KHASDAR
Proprietor

SBI Life
Apne liye. Apno ke liye.

Ms. Akanksha Kishor Kawale
Room no 52,
Narsing Chawl Dharavi Cross Road,
Mumbai , Maharashtra,
90 ft road - 400017.
Contact - 8104956563

14-07-2023

SBIL-Mark-13095

Dear Maam,

Offer Letter: Graduate sales Trainee

With reference to your recent interview with us, we are pleased to offer you the position of Graduate sales Trainee in Grade M9 Level L2. You will be on probation for a period of one year. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. Your compensation on Cost to Company basis will be as per details enclosed.

3. Your initial posting will be in Zone 1, Region (MUMBAI METRO) - MUMBAI . However, the company reserves the right to utilise your services at any other place within or outside the country.

4. This is a provisional offer. Your formal appointment and the issuance of the final Letter of Appointment is subject to the following conditions:

i. Actual production of Relieving letter or acceptance of resignation letter from your current employer

ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.

4 (a) Joining in the company is subject to generation of employee code. Mere submitting the Joining Kit does not entitle the status of employee of the company. On receiving the joining kit the documents are validated post which the decision of hiring with the company is taken.The candidate will be deemed to have not joined the company unless his/her employee code is generated and communicated by the company.

SBI Life
Apne liye. Apno ke liye.

4(b) Candidates who have earlier worked with SBI Life will be considered as an instance of rehiring. Please note that rehiring in the company is subject to fulfilling certain specific criteria and approval of the Competent Authority to this effect. It is advised to bring it to the notice of the company in writing with regards to rehiring in the company if you have worked with SBI Life earlier before acceptance of this offer. Any instance of non compliance will be considered as a case of non disclosure of facts having a significant impact on decision with respect to hiring of a candidate. All such cases will be considered as a violation of code of conduct of the company and his/her continuation in the company will be solely at the discretion of the company.

5. Your offer and appointment is made basis the information furnished and representation made by you from time to time. The company and such persons/institution appointed by the company shall be entitled to conduct background verification and reference checks from all requisite sources to ascertain and establish the facts furnished by you. During the course of verification, there may be certain documents/facts/ proofs required to be produced from your side. Incase, you are not able to produce the same within stipulated time frame, the company reserves the right to put your salary on hold for such time till you submit the said documents. Incase of negative background verification, the company reserves the right to terminate your services and take such further action as deemed necessary in the interest of the company.

6. In such cases where you posses insurance agency code of another insurance company(ies), you are required to ensure that your code is deactivated and you submit the NOC from the concerned insurance company(ies) within 60 days of your joining SBI Life failing which SBI Life reserves the right to keep your salary on hold and take such action as deemed necessary which may also include termination of your services from SBI Life.

7. The company forbids hiring or holding employment of insurance agents whose agency code has been blacklisted. You are hereby advised to make sure the same before acceptance of this offer or else it will be considered as a violation of code of conduct and your continuation in the company will be solely at its discretion.

8. In case of your resignation or termination from the services of SBI Life Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.

9. The normal age of superannuation shall be 60 years.

10. For clarifications, please feel free to contact Harshita Saxena at 022-66283294 or e-mail at hr_mum@sbilife.co.in

SBI Life
Apne liye. Apno ke liye.

11. Please acknowledge receipt of this offer by returning this duplicate copy to the official referred in the annexure, within 7 days from the date of this letter, duly signed and stating your date of joining which should not be later than 17/07/2023.

Yours faithfully,

Deepesh Rai
Associate Vice President

I, Akanksha Kishor Kawale, have read the above terms and conditions and hereby accept the offer.
Expected Date of Joining: ..... Signature: .....

SBI Life
Apne liye. Apno ke liye.

MEDICAL FITNESS DECLARATION

In pursuance of the offer of employment made to me by SBI Life Insurance, I, Akanksha Kishor Kawale declare that;

1) To the best of my knowledge, I am medically fit to accept the offer of employment extended to me and fully understand that in the event of my being found medically unfit to discharge the responsibilities assigned to me, the company shall have the right to terminate my services forthwith.

2) I suffer / have suffered from (tick whichever is applicable):

Hypertension	☐
Pulmonary Disease	☐
Tuberculosis	☐
Cancer	☐
Rheumatic Joint Diseases or symptoms	☐
Asthma	☐
Mental Stress	☐
Others (Please specify)	☐

and agree to undergo the medical examination as decided by the company to satisfy itself of my medical fitness. The company's decision in this regard shall be final and binding. This is, however, without prejudice to the right of the company to terminate my services in future should I be found medically unfit to discharge the responsibilities assigned to me.

_____
(Signature of the candidate)

Date: Place:

SBI Life
Apne liye. Apno ke liye.

Annexure

The details of the official in-charge of you're joining formalities with necessary documents and testimonials required when you report to join *SBI Life* are given below. Please contact the concerned official with prior appointment for necessary advices and scrutiny of your documents:

Name: BHAVIK THAKKER (Area Manager)
Address: MUMBAI
Contact No: -
List of documents: Please bear the following documents **(original & 2 set of photocopies each)** when you join *SBI Life Insurance*:

A. Education Qualifications:
1. SSC Mark sheet
2. HSC Mark sheet
3. Graduation Mark sheet & Certificate **(Mandatory)**
4. Post Graduation Mark sheet & Certificate **(If Any) (Mandatory)**
5. Any Other Additional Qualifications Certificate & Mark-sheet detailed during application

B. Work Experience Letters **From Previous Two Employers (Mandatory) as follows -**
1. Copy of Relieving letter or Resignation acceptance letter
2. Appointment letter / Offer letter, Experience letter, Employee no., Reporting Persons Name & Contact nos.
3. **NOC from prior Organisation in case of Insurance Advisors.**

C. Proof of Birth Identity & Address
PAN Card **(Mandatory)**
Passport / Driving License / or any other appropriate document issued by competent authority

D. Three Passport size colour photographs **(Mandatory)**

**** Your Employee no. will be created by Human Resources on the day you report to work.***
**** Once you join us, immediately open an Account with State Bank of India and advice your A/c No. to HR at the earliest.***

SING & Co.
Chartered Accountants

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT IS EXECUTED BETWEEN **S I N G & CO., CHARTERED ACCOUNTANTS** (FIRM), AND **Mr. Raman Gupta** (PROFESSIONAL), residing at Building No. 2, Shop No. E/2, Indira Nagar, Flank Road, GTB Nagar, Mumbai – 400 037.

WHEREAS the Firm wishes to engage the services of the Professional on a professional basis on the following terms and conditions.

IT IS HEREBY AGREED as follows:

1. GENERAL

a. The Professional shall provide services to the Firm with effect from February 10, 2023.

b. The services provided by the Professional will be in the nature of internal auditing, consulting and related GRC services and any other professional services as mutually agreed. The Firm will inform the Professional of the services to be performed from time to time which the Professional agrees to perform. The work will include working from the Firm's offices or from the premises of the client or of a service provider of the client or the Firm. The work will be supervised directly by the Firm or its client.

2. PROFESSIONAL FEES

a. For the services provided by the Professional, the Firm will pay professional fees of a maximum of Rs. 2.64 lakh only, per annum, based on time spent with the Firm. These professional fees will be payable by the 7th day of the subsequent month, after deduction of taxes as applicable to professional services, based on work done and time spent in the previous month. The Professional shall be responsible for payment of all other taxes except GST which will be charged by the Professional to the Firm, wherever applicable.

b. In addition to the aforesaid professional fees, the Firm may, at its sole discretion, also pay necessary incentives to the Professional depending upon, inter alia, the quality of services rendered by the professional, assignment and firm profitability. The exact amount will depend upon satisfactory evaluation of professional assignments

performed. The incentives could be paid in lumpsum or instalments over a period of time, at the sole discretion of the partners.

c. To the extent that performance of the professional services necessitates any business travel (outside Mumbai), the Firm or its clients will provide the Professional with travel facilities, boarding and lodging or will reimburse the Professional for such expenses and also any other related out-of-pocket expenses incurred for and on behalf of the Firm. All such business travel, shall be at the direction of the Firm and will be initiated with prior approval of the Firm.

3. TENURE

a. This agreement comes into force on February 10, 2023 and will remain in force, unless it is terminated / altered / renewed.

4. RELATIONSHIP BETWEEN THE PARTIES

a. In providing any services pursuant to this agreement, the Professional agrees that he/she is acting solely as an independent professional and not as an employee or agent of the firm. Nothing contained in this agreement is intended to give rise to an employment or partnership.

5. TAXES

a. The Professional shall be responsible for the withholding and/or payment, as required by law, of all state and local taxes imposed on the Professional or its employees/agents/representatives because of the performance of services hereunder. Further, the Professional shall comply with all state benefits laws applicable to the Professional or its employees/agents/representatives, if any.

6. OBLIGATIONS OF THE PARTIES

a. During the period of this agreement/contract, the Professional will undergo necessary training and comply with any other requirements set forth by the Firm, to ensure provision of professional services as per applicable professional and quality standards. The Firm expects the Professional to meet the client and firm's expectation in terms of quality and timeliness for all client engagements.

b. During the agreement/contract period, the Professional shall be required to provide services for a minimum of 45 hours per week.

c. The Professional is required to submit an invoice to the Firm together with a report of the time spent on respective professional engagements.

d. The professional shall not use the services of any third party / sub-consultant to perform the professional services under this agreement except with prior written consent of the Firm.

e. The Professional shall not provide any services to any competing entity of the Firm

f. The Firm may provide the Professional with a visiting card which the Professional is required to present to the Firm's clients, whenever demanded by these clients, in relation to whom the Professional would be providing professional services.

g. The Professional agrees to strictly abide with the non-disclosure requirements of the clients of the Firm and agrees to strictly abide by confidentiality requirements of the Firm to protect the Firm's proprietary and client information. The Professional also agrees to sign a non-disclosure agreement whenever asked to do so by the Firm.

h. The Professional agrees to strictly abide by the Code of Professional Ethics stipulated by the Institute of Chartered Accountants of India (ICAI), and should familiarize himself/herself with this Code.

7. TERMINATION

a. Either party may terminate the contract before its term, by giving prior notice of 90 days to the other party. Short notice by professional would have monetary compensation.

b. The firm precludes our professionals from seeking employment with any of our clients whilst execution of the assignment and the Professional agrees to adhere to this Firm Policy.

c. The Professional agrees not to directly or indirectly work for / at any of the clients / assignments where he / she was deployed / assigned in the last three years of his / her association with the firm. This condition will remain in force for a period of nine months from the date of termination / completion of services rendered by the professional.

8. NOTICES/ADDRESS

a. Any notice, which either party may give the other concerning the subject matter of this agreement, shall be in writing.

b. Any change in mailing address must be given by the Professional to the Firm within 30 days of such change.

9. APPLICABLE LAW

a. This agreement, and the rights and obligations contained in it shall be governed by and construed in accordance with the laws of the Republic of India. Disputes, if any, will be settled by arbitration in Mumbai.

10. ENTIRE AGREEMENT

a. This agreement represents the entire understanding between the parties with respect to the provisions and cancels and supersedes all prior agreements or understandings, whether written or oral, with respect to the subject matter. This agreement may be modified or amended only by an instrument in writing signed by the parties.

11. DISPUTES

a. Disputes, if any, shall be settled by appropriate courts or arbitration within the jurisdiction of Mumbai.

12. SIGNATURES

a. In witness whereof, the parties hereto have executed this agreement below:

FOR **S I N G & CO., Chartered Accountants**

nippun nareshkumar gupta

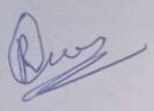
Digitally signed by nippun nareshkumar gupta
Date: 2023.02.02 21:01:44 +05'30'

Mr. Nippun Gupta

Partner

Date: February 2, 2023

Accepted by:



Mr. Raman Gupta

Professional

Date: February 2, 2023

Great Place To Work. Certified

Star Union Dai-ichi Life Insurance

02-06-2023

To,
Saima Gulam Khan,
room no.126,
R.A.K road adarsh nagar,
Mumbai - 400031.

Dear Saima Gulam Khan,

Re: Terms of Offer and Appointment with Star Union Dai Ichi Life Insurance Company Limited

With reference to your interview and subsequent discussions with us, we are pleased to offer you a position with the **Star Union Dai-ichi Life Insurance Company Limited** (**"Company"**) as follows:

Name: Saima Gulam Khan
Position Title: Insurance Trainee
Grade: M12 - Junior Associate, Staff Level
Location: Nariman Point BO
Function: Bancassurance_UBI 2
DOJ: 01-06-2023

This offer and subsequent appointment is subject to satisfactory completion of all your joining formalities, reference checks, background verification, and clearance of your medical test should the Company require you to undergo one, and receipt of all joining documentation as given below.

Kindly submit the following documents as a part of your joining formalities (all mandatory):

1. One colored passport size photograph (latest)
2. Photocopies of the following documents (we may request for a scrutiny of originals if required):
   (a) Residential Proof – Current & Permanent (require different proof if both are different) - (proof - Aadhaar Card/Phone Bill/ Voter ID/Electricity Bill/Rent Agreement/Passport).
   (b) Educational certificates (Graduation, Post-Graduation / Last academic qualification).
   (c) Resignation Acceptance letter from your last employer.
   (d) Relieving letter / Experience Letter from your last employer.
   (e) PAN Card & Aadhaar Card.

This offer has been made based on information furnished by you. If there is a discrepancy or documents/ certificates given by you as proof are found to be not genuine, this offer of employment is voidable at the option of the Company and your services are liable to be terminated without any notice or notice pay. The company retains the right to take necessary action, as suitable in case of any discrepancy in the documents /certificates furnished by you as proof or if any relevant information has been withheld by you. In case you accept the terms as stated in this letter (**"Appointment Letter"**), kindly confirm your acceptance by returning the duplicate copy of this letter duly signed within 48 hrs from the date of receipt, failing which the offer stands void.

Star Union Dai-ichi Life Insurance

A joint venture of Bank of India, Union Bank, Dai-ichi Life

TERMS AND CONDITIONS OF YOUR APPOINTMENT

Your appointment shall be subject to the following terms and conditions:

A. Compensation Package

(a) Fixed Salary:

Your compensation package is detailed in Annexure 'A'. The compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and may be modified from time to time. You will be entitled to other benefits in accordance with Company rules relating thereto, from time to time.

(b) Performance Variable (Performance Linked Incentives / Performance Bonus):

You may be eligible for Performance Variable [Performance Linked Incentives ("Incentive") OR Performance Bonus ("Bonus") as per your entitlement in accordance with Company's policy] amount depending on the Company's policy and your performance during the year. The same will be governed by set performance parameters, as modified by the company from time to time.

Incentive or Bonus (as applicable) would be payable provided you are in employment of the Company at the time of payment/disbursement and the employment is compliant with Section 'D' hereto. The Company is required to withhold appropriate taxes on each payment.

Kindly note that "Compensation Package" is a contract entirely between you and the Company and should therefore be treated as strictly confidential.

B. Employee Benefits

You will be eligible for holidays, annual leave and medical and health care benefits as per the Company's HR policy. Female employees will be entitled for maternity benefit as per prevailing Maternity Benefit Act. Your retirement age will be as per the HR policy applicable to employees of your cadre. You will be covered under Group Personal Accident Policy, Group Health Insurance Policy (**"GHI"**) and Group Term Life Insurance (**"GTLI"**) schemes. However, the contribution towards GHI (for Parents in case you opt for) or any top up to GTL (beyond the specified insured amount for your grade) would be recovered from your salary. The Company reserves the right to revise the HR Policy as it may deem necessary and all such revisions shall, unless otherwise specified, be applicable to you as if incorporated in this letter. All relevant internal policies of the Company will be applicable to you.

C. Probation

You will be on probation for a period of six months from the date of your joining. During the probation period if your services are not found satisfactory, then the Company may at its discretion extend your probation or discontinue your services without further notice in accordance with the terms of employment. You shall continue to be on probation unless confirmed by the Company in writing.

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D. Code of Ethics and Business Conduct

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws and regulations that apply to our business. Protection of the interest of policyholders and customers is one of the key regulatory objectives as a life insurance company and you are strictly advised to conduct your affairs in a manner that does not adversely affect the interest of policyholders and customers at any time. This Code of Ethics and Business Conduct (the "Code") is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote:

i. Honest and ethical conduct by the officers, and employees of the Company, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
ii. Full, fair, accurate, timely, and understandable disclosure in reports and documents that the Company files, or submits, public communications made by the Company;
iii. Compliance with applicable governmental laws, rules, and regulations as well as the regulations, guidelines, circulars and orders notified by the regulators including Insurance Regulatory and Development Authority of India;
iv. The prompt internal reporting of any violations of this Code; and
v. Accountability for adherence to the Code.
vi. Refraining from any unethical and anti-competitive behavior in relation to dealings with third parties including but not limited to corporate agents, individual agents and other authorized insurance intermediaries engaged in the sale and distribution of insurance products.
vii. Adherence to the Code and the terms of the Appointment Letter in relation to D (vi) above.

E. Employee Non-Disclosure of Confidential Information and Data/Confidentiality obligations

(a) The Company requires all employees during and post-employment, to maintain strict confidentiality with regard to any information or all business information, documentation and data that comes into his/her knowledge relating to the Company and its clients, policyholders, corporate agents, individual agents, other insurance intermediaries, and protect intellectual property of the Company and shall not divulge any confidential or proprietary information or know-how which s/he has received from the Company. The Company is obligated under applicable law and regulation to maintain confidentiality of all the personal data and sensitive personal data of the policyholders and ensure at all times that the employees, consultants and agents of the Company do not misuse or abuse the confidential or proprietary information available to them during the course of their association with the Company. The Company is also obligated to ensure that interests of its policyholders and customers are not adversely impacted at any time owing to, including, the actions and omissions of its employees. You hereby acknowledge that all such information, documentation and data is the property of the Company and you have no right whether intellectual or proprietary in respect of the same including rights of lien. You shall also disclose to the Company any discovery, invention, process or improvement made or discovered by you while in the service of the Company, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company.

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We mean life!



Star Union Dai-ichi
Life Insurance

(b) You shall at all times maintain strict confidentiality regarding all Confidential Information that comes into your knowledge or possession during the course of your employment with the Company and shall use all reasonable endeavors to safeguard such Confidential Information from unauthorized access, use and misappropriation. The term "**Confidential Information**" shall mean any and all information whether commercial, financial, technical or otherwise including (without limitation) (i) Customer information, customer lists, sensitive personal information of customers (ii) Company's business information like pricing information, actuarial data, product data, investment data, marketing plans & business plans, strategies, forecasts, arrangement with corporate and individual agents and other persons dealing with sale and distribution of insurance products, financial and other business information, and (iii) Company's know- how, trade secrets, including proprietary information and/or data which may be provided in any form including (without limitation) digital or electromagnetic or CD media or computer software), disclosed in any manner to you in connection with the employment and which is secret or not generally known, or not in public domain, or not easily accessible by others, and/or is of a commercially sensitive nature for the business of the Company. The Confidential Information and all material of any nature containing Confidential Information of the Company ("the Materials") will be and shall at all times remain the property of the Company and will not be reproduced in whole or part without the Company's express written consent. Any copies of the Materials are the Company's property and will contain such copyright and other proprietary rights notice as appears on the original copy.

(c) Except solely as required by law or for a purpose as necessary to perform your obligations/duties during your employment with the Company or any other purpose authorized in writing by your Functional Head, you shall not disclose the Confidential Information or use such Confidential Information for any other purpose or for the benefit of any third party.

(d) Upon termination of your employment (for any reason whatsoever), you shall promptly deliver to the Company all Materials in your possession and all copies of it.

(e) Your obligation to keep such information confidential shall survive termination/resignation of your employment with the Company.

(f) For the purpose of ensuring compliance with the obligations entailed in this clause E (Employee Non-Disclosure of Confidential Information and Data/Confidentiality Obligations) in letter and spirit you undertake to absolutely comply with the covenants set out in clause K of this Appointment Letter. You will also execute suitable agreements and declarations including but not limited to non-disclosure agreement.

(g) Further, during the course of your employment with the Company and thereafter the termination of your appointment, you are committed to protect the Confidential Information of the Company and you acknowledge that you shall not retain the Confidential Information or any Company data post the termination of your appointment.

(h) Also, sharing of Company's data by you to a third party without Company's authorization shall be deemed as you have accessed Company's Confidential Information and data in an un-authorized manner.

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Continuation Sheet

Star Union Dai-ichi Life Insurance

Annexure B

Performance Monitoring & Review mechanism

All Front Line Sales (FLS) employees are governed under a Performance Monitoring and Review mechanism as below. It is expected that all FLS understand the provisions and follow the same.

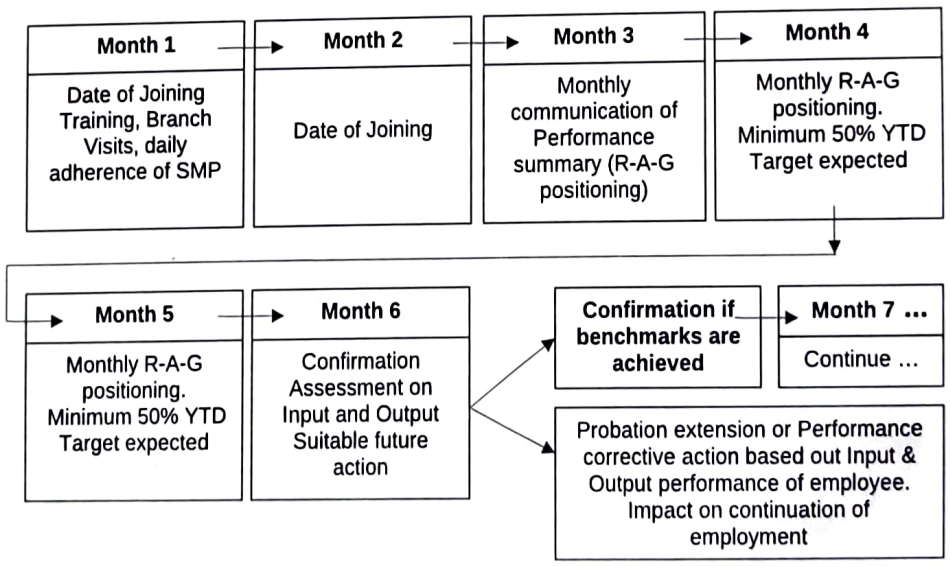
- **Key Performance output & input metrics (but not limited to*)**

Sr. No	Short description	Long description	Measurement metric
1	New Business EPI	Achieving New Business targets for the assigned geography	Target v/s Achievement
2	Credit Life	Achieving Credit Life targets for the assigned geography	Target v/s Achievement
3	Year 1 Renewals	Achieving Year 1 targets for the assigned geography	Target v/s Achievement
4	Branch visits, lead generation, relationship management	Regularly visiting Bank Branches, logging branch visits, lead generation & customer	Company's Sales Management Practices put in place from time to time

*Please Note the above metrics are indicative to the role and the Company reserves the right to add, modify and change the framework as it seem fit from time to time.

- **Performance Monitoring & Review cycle**

SUD Life has put in place the below Performance Monitoring and Review mechanism which guides the Lifecycle of Front Line Sales employee.



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We mean life!

SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Date: 04-Mar-2024

Dear APURVA BABAN SAWANT,

Congratulations !!

With reference to the Interview, you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Sutherland office: 5th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa, Industrial Estate, Thane Belapur Road, Airoli, Navi Mumbai, 400 708. The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process.

- 1 Passport size photograph.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

Nida Shaikh
22310A1024
MCom. B&F

SUTHERLAND

April 23, 2022

Dear **Nida Shaikh**,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as Associate-CS Phone in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for back ground verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before April 23, 2022 on the following terms and conditions.

Your place of posting will be initially at Mumbai. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is Rs.253,000.00 /- per annum (Rupees Two Lakhs Fifty Three Thousand Only), the details of which are given in the annexure of the appointment letter.

You shall report to Deepak R Gupta of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

T&M Services Consulting Private Limited
T & M House, Kohinoor Complex,
'A' Wing, Next To Maharaja Hotel,
W. E. Highway, Dahisar (East),
Mum- 400 068, INDIA
Tel. : +91 22 4029 7000
Fax : +91 22 4029 7562
Email : info.tmscl.com
Website: www.tmscl.com
CIN : U32200MH2003PTC139999

Ref No: TNM/ID-351916/2023-2024

Date: **20-Sep-2023**
Mr.ROHAN SANTOSH NANDIVKAR

FIXED TERM OFFER LETTER

Dear **Mr. ROHAN SANTOSH NANDIVKAR**,

This has reference to your application and subsequent discussion you had with us. We are pleased to inform you that our organization has decided to offer you as a **Associate** with our company from **25-Sep-2023** on terms mentioned below.

1. Your monthly Gross Salary would be **Rs.18557.00 (Rupees : Eighteen Thousand Five Hundred Fifty Seven Only)** all inclusive subject to your attendance & performance.
2. Deduction of Income Tax, Professional Tax, Provident Fund, & other statutory deductions shall be made as per the requirements.
3. During the period of employment, you will be required to not engage in any part- time/full-time employment or any other gainful assignment, mainly which effects your working with our organization or which is against our client's or our organizational interest.
4. You will be required to provide one month's notice in advance to the organization in case you resign from the services.
5. While rendering your services you will have to be regular in attendance and work and behave well.

We look forward welcome you and make you as part of our organizations team.

Thanking You.

For T&M Services Consulting Pvt. Ltd.



Authorized Signatory

I have read and understood the offer and accept your offer on the conditions mentioned above

Name: Mr. ROHAN SANTOSH NANDIVKAR **Sign: _____** **Date_____**

ANNEXURE

SALARY BREAKUP			
A	**Components**	**Monthly (Rs)**	**Annually (Rs)**
	Basic	7000	84000
	HRA	3500	42000
	AttendanceOrFieldAllowance	6657	79884
	Bonus	1400	16800
	ProfessionalAllowance	0.00	0.00
	Gross Salary	**18557**	**222684**
B	**Deductions**		
	PF	840	10080
	ESIC	140	1680
	PT	200	2400
	Total Deductions	**1180**	**14160**
C	**Net Salary**	**17377**	**208524**
D	**Company Contributions**		
	PF	840	10080
	ESI	604	7248
E	**Total monthly Co. Contribution**	**1444**	**17328**
F	**Total Monthly CTC**	**20001**	**240012**

TATTOO FEVER 105

11 October,2021

Shamim Mubarak Shaikh

Room No L/216, Indira Nagar,
Dharavi Cross Road, Lucky Chawl,
Sion, Mumbai 400017

Appointment Letter

Dear Shamim,

We are pleased to offer you the position of Social Media Marketer at TattooFever105, a leading tattoo and piercing studio located in Sakinaka, Mumbai.

In this role, you will be responsible for:

- Developing and implementing a comprehensive social media marketing strategy to increase brand awareness, engagement, and customer acquisition across various platforms (e.g., Instagram, Facebook, etc.).
- Creating high-quality, engaging content (photos, videos, text) that showcases our artists' work, promotions, and studio culture.
- Managing and monitoring social media accounts, responding to comments and messages in a timely and professional manner.
- Running targeted social media advertising campaigns to reach new audiences.
- Analyzing social media data and reporting on key metrics (e.g., reach, engagement, follower growth) to measure success and identify areas for improvement.
- Staying up-to-date on the latest social media trends and best practices.
- Collaborating with the marketing team and tattoo artists on social media initiatives.

TATTOO
FEVER 105

We believe you possess the following qualifications that make you a strong fit for this role:

- You have a strong understanding of social media marketing principles and strategies. You have excellent copywriting and content creation skills.
- You are highly organized and have the ability to manage multiple projects simultaneously. You have excellent communication and interpersonal skills

Compensation and Benefits:

Starting salary of 360000 (Rupees Three Lakh Sixty Thousand Only) per year.
Benefits offered, e.g., health insurance, paid time off
Start Date:11 October,2021

Working hours : Your working hours will be as per the requirement of the organization.

In event of your resignation or termination of employment, the notice period from either side will be 30 days.

Leave: You will be eligible to the benefits of the Company's Leave Rules. Please contact HR for details.

During the period of your employment with the Company, you will devote full time to the work of company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

TATTOO
FEVER 105

Please note your annual compensation and other employment terms may be altered/modified at any time with advance notice. Income Tax and other taxes if any and wherever applicable will be subjected to deductions at source.

Notice Period:

This is a full-time position, Working Time Is from 12pm - 9pm. You will be required to provide 30 days written notice in the event of your resignation. We expect the same notice period to be provided by the company in case of termination without cause.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome and look forward to a fruitful collaboration

With best wishes.

Yours truly,

Auth. Signatory

For TATTOO FEVER 105

Proprietor

Employee Signature

03-OCT-2017

Letter Of Appointment

To,
Mr. Akash Kewat
16-A Jimmy Chambers, 1st Floor Room no 10
Parel station road, TATA COmpund
parel

Dear Mr. Akash,

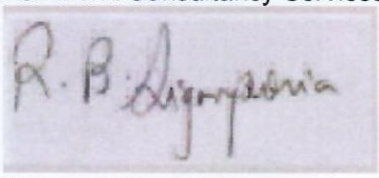
This has reference to our Offer of Traineeship in TATA Consultancy Services Limited vide TCSL/1032277/BOM/Business Process Outsourcing Services/BTN dated 25-Sep-2017 and your completing joining formalities as per TCSLs policy.

On the terms and conditions detailed in our Offer of Traineeship accepted by you, we are happy to appoint you as BPO Trainee in grade BPOS with effect from 03-OCT-2017.

Your Trainee ID is 1419339.

I take this opportunity to extend you a warm welcome to the TCSL Family !

Yours sincerely,
For TATA Consultancy Services Limited



Rustom Beheram Siganporia
Head Talent Acquisition BPO Services

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

TCS Private & Confidential

Offer: Computer Consultancy
Ref: TCSL/DT20234524211/Mumbai
Date: 13/03/2024

Ms. Habiba Khalil Chikte
Madona Colony Wadala ENa,
Union Bank,
Mumbai-400037,
Maharashtra.
Tel# 91-8149247757

Dear Habiba Khalil Chikte,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be ₹**1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹**7,950/-** per month.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. **House Rent Allowance (HRA)**
   Your HRA will be **₹3,180/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. **Leave Travel Allowance**
   You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. **Personal Allowance**
   You will be eligible for a monthly personal allowance of of **₹0/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

4. **Food Card**
   You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.As per the Pre-Defined structure you will be eligible for a Food Card with an amount of **₹500/-** being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of **₹1,500/-**. This payout is subject to review basis your own ongoing individual performance.

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OTHER BENEFITS

1. Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the Company's Health Insurance Scheme (HIS).

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

2. Compensation Benefits under ESI Act/Employees' Compensation Act*:
If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans
You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships
You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards the Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

   It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the

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offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's

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Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

"TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or connect remotely as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

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11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii.Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

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20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job

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rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of oversees deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET **Annexure 1**

Name	**Habiba Khalil Chikte**
Designation	**Graduate Trainee**
Institute Name	**Others**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares his remote location with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at that might exist at the remote location which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

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10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India
Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

05th December 2024

OFFER LETTER

Dear Harshad Patil,

Congratulations! We are pleased to offer you a job at TESCOM BUSINESS SOLUTIONS LLP for the position of **Mentorship** for the **Sify Technologies Agency Business.**

Here are the Key details of your Job Offer:

- Designation: Mentorship (Sify Technologies Agency Business)
- Start Date: 9th December 2024
- Location: Wadala
- Work Schedule: Full Time
- Work Timings: 10:00 AM to 6:00 PM
- Compensation: Rs. 7000 per month

After six months, based on your performance, you will receive the title of Co-founder and will become eligible for profit shares as mentioned below.

Business Net Profit Share - TESCOM

Year one 30 % of profit from New business Plus 7k StipendYear

Two 40 % of profit from Business

Year Three 50 % of profit from BusinessYear

Four 60 % of profit from Business

The Co-Founder will get terminated if absent for more then 90 days. Co-founder need to prepare Profit and Loss statement in the end of every month.

- **You will get Stipend of Rs. 7000 per month. Only for First 12 Months**
- **Travelling Expenses will be paid extra at actuals**
- **You will get paid for all the business generated by you and your team**
- **The pay out will continue as long as you association remains with us**
- **The pay out will be net payment from the profit generated calculated as per PNL sheet.**

Given below are some terms and conditions:

1. Full-time office working hours are from 10 am to 6 pm, Monday to Saturday.

2. At the time of joining, you need to bring:
   - Address proof copy (Adhaar card/PAN/Electricity bill)
   - One passport size photograph
   - Bank Details

3. Any office equipment provided to you during your Employment must be returned in proper working condition at the time of reliving your ends.

4. Salary will be paid by online transfer anytime between 7th to 12th of the following month.

5. Termination may occur if the employee is unable to perform job duties or is absent from work for more than 7 days without prior notice.

6. We request you to carefully review all the information mentioned in this letter. If you have any questions or require further clarification, please feel free to contact the HR department at hr@tescom.in

We kindly request that you sign and return a copy of this letter within 2 days of receiving as a token of your acceptance of the terms of appointment, including the General Terms & Conditions of Service and the provisions contained in the TESCOM Code of Conduct.

Sincerely,

TESCOM BUSINESS SOLUTIONS LLP MUMBAI

HR MANAGER
TESCOM BUSINESS SOLUTIONS LLP

Note of Acceptance:

I, Harshad Patil, hereby accept the job offer outlined in this letter and agree to all the terms and conditions.

Signature: _____

Date: _____

CONTRACTUAL EMPLOYMENT LETTER

PRINCIPLE STATEMENT OF TERMS AND CONDITIONS OF YOUR CONTRACTUAL EMPLOYMENT

29/12/2023

Dear Vanshita,

The Impact Engine ("The Company") is pleased to offer you the position of **Graphic Designer.** This Contractual Employment Letter ("Agreement") outlines the Terms and Conditions which apply to your Contractual Employment with The Impact Engine. Your Contractual Employment shall commence on **03/01/2024**, and will be deemed as an “Effective Date" from hereon. If you fail to begin work on or before 03/01/2024, this agreement shall be terminated automatically.

The terms and conditions of your Contractual Employment with the Company shall be as follows:

1. **SUBJECT OF THE OFFER LETTER AND GENERAL CONDITIONS**:

   The Offer Letter deals with regulations for Contractual Employment. This Contractual Employment is not a regular Contractual Employment, it will not be for a specific period of time, and can be additionally constituted as part of practical and on-field training of students.

2. **DURATION OF THE CONTRACTUAL EMPLOYMENT CONTRACT AND DAILY CONTRACTUAL EMPLOYEE TIME**:

   The Agreement shall become effective on the Effective Date and shall continue to be in effect unless otherwise terminated by either Party in accordance with provisions hereof. The Graphic Designer’s working hours are 8-9 hours per day (Monday to Friday every week). Given the nature of your work, you will be required to be available over text throughout the day.

3. **CONTRACTUAL EMPLOYMENT REMUNERATION**:

   - Please note that you will be on a **paid probation** of **INR 4,000** for the first 10 working days (excluding weekends) from the DoJ of your Contractual Employment with the Company. After completing the probation period, a review will be conducted to take account of your performance, and then based on that a decision will be taken about the continuity of your association with the Company.

- In case of discontinuation of the association with the Company, this offer will be terminated and the association will end. However, you will receive a letter of acknowledgment of the work you have executed in your tenure of Contractual Employment.

- Please note that the monthly compensation will be **INR 20,000** which will be **INR 25,000** post three months of joining date. However, the payment is subject to the Company's earnings for that month after deducting Company's expenses and taxes.

- Please note that your salary will be subject to 1% Tax Deducted at Source (TDS) as per the Income Tax Act of India.

- If The Impact Engine makes an overpayment to you to which you are not entitled, or is more than that to which you are entitled for whatever reason, you agree to allow The Impact Engine to recover the overpayment by deductions from your remuneration or other. The Contractual Employees and Consultants of the Company are divided into three categories and shall be eligible for receiving remuneration as per their respective classified categories. Payments are due to you. Any deductions will normally be made over the same period that the overpayment was made.

4. **YOUR RESPONSIBILITIES AND DUTIES**:

a) You will be working remotely, and thus have the flexibility of choosing your base of work.
b) You will be subject to the terms and conditions as agreed and amended from time to time by The Impact Engine as outlined in any of its policies, procedures, handbooks, and other relevant documents.

5. **MISCELLANEOUS**:

- **Taxation and Others**: Any amount payable by the Company to you towards your stipend, or, any other payment shall be subject to any tax-deductible at source and, or, any other taxes and/or any other amounts required to be deducted under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment, etc. of your personal income, shall be fulfilled by you.

- **Non-Disclosure Agreement**: You shall execute a Non-Disclosure Agreement (NDA), enclosed, and shall be bound by all the terms and conditions contained therein.

- **Non-Solicitation and Non-Compete**: You hereby agree that, while you are a Contractual Employee with The Impact Engine and for six (6) months following the termination or expiration of your Contractual Employment with The Impact Engine, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any Contractual Employee/consultant of the Company or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer of The Impact Engine in a manner that conflicts with or interferes in the business of The Impact Engine as conducted with such customer.

  Moreover, you shall also not carry out any business activity of nature similar to that of the Impact Engine for six (6) months from the date of expiration or termination of your Contractual employment.

- **OTHER CONDITIONS**:

  If you undertake any employment/consultancy or engage in any external activities of a commercial nature, you will be required to inform The Impact Engine via email correspondence with talktous@theimpactengine.in within 24 hours of its start date.

  You shall be required to effectively carry out all responsibilities and obligations assigned during your Contractual employment.

6. **TERMINATION**:

- If you wish to terminate your Contractual employment, you are obliged to give The Impact Engine one month's notice to terminate your Contractual employment. If the Impact Engine wishes to terminate your Contractual employment before the scheduled date, The Impact Engine is obliged to give you two weeks' notice before terminating your Contractual employment.

- **Breach of Misconduct**: Notwithstanding anything herein, The Impact Engine shall be entitled to terminate this agreement instantly upon adopting due procedure and affording you the chance of showing cause and hearing, if you are found guilty, or to have engaged in (i) any act of misconduct or negligence in the discharge of your duties during the consultation period; or (ii) any other act or omission, inconsistent with your duties; or (iii) any breach of terms of this agreement or the NDA; or (iv) any criminal case or act prejudicial to The Impact Engine, or (v) if you are absent for a continuous period of seven (7) days without any notice.

B. **GOVERNING LAW**

- This agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this agreement shall not affect the binding effect of the rest of the agreement.

High-performing Contractual Employees will get the chance to extend their Contractual employment/work as full-time Contractual Employees with The Impact Engine. There is no guarantee or expectation of Contractual employment with The Impact Engine at the conclusion of this Contractual Employment. Any offer of contractual employment will be at the sole discretion of The Impact Engine.

This agreement shall be concluded and effective on your delivering a signed copy of this letter agreement and the accompanying NDA to us. If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy, with both the documents to the Company on or before your date of joining, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

We are ecstatic to have you join The Impact Engine!
We look forward to working and growing with you!

Yours sincerely,
For The Impact Engine,
Vishal Bagdi.

Signature of Candidate

Vishal Bagdi
Founder and CEO
The Impact Engine

NAME: _____
DATE: _____
PLACE: _____

UBS Business Solutions (India) Pvt. Ltd.
Unit 501,601,701,801,901,
Bldg No.8, Commerzone,
Yerwada, Samrat Ashok Path,
Pune 411006, Maharashtra, India
Tel: +91-20-67421500

(CIN: U74999PN2015FTC157258)

www.ubs.com

28 February 2023

PRIVATE & CONFIDENTIAL

Ms. Amita Hemant Tamore

Dear Amita,

We are pleased to offer you employment with UBS Business Solutions (India) Private Limited (the "Firm") under the following terms and conditions.

1 Title and Reporting

1.1 Your functional title will be IB Operations - Integrated Middle Office Specialist in our IB Operations (BA) Department and you will report to Vishal Jain, Associate Director, IB Operations (BA), or such other executive as may be nominated by the Firm from time to time

1.2 The nature of the Firm's business demands that you are flexible with your approach to work to service the best interests of the Firm and our clients. Accordingly you agree to undertake such duties as the Firm may reasonably allocate to you and to accept any modification or removal of your assigned duties as the Firm may require, to take into account the changing needs of the Firm's business and operations and your role within it.

1.3 You shall, while undertaking your employment duties, devote the whole of your time and attention and abilities to the Firm and any other Group Company and shall use your best endeavours to promote and protect the general interests and welfare of the Firm and any other Group Company to which you may from time to time render your services.

2 Date of Commencement

2.1 Subject to paragraph 2.2 below, your employment with UBS Business Solutions (India) Private Limited will commence on a mutually agreed date (the "Date of Commencement") which is no later than 3 April 2023 and shall continue until terminated in accordance with this Agreement.

2.2 If

(a) you do not or are unable to report for work on the Date of Commencement with a reason satisfactory to the Firm; or

(b) a valid work permit or other permission or authorization (where required by law) has not been obtained or is not in effect on or before the Date of Commencement, or you are not entitled lawfully to reside and undertake employment with the Firm in India; or

(c) if any of the Firm's background screening processes and/or reference checks required prior to your commencement of employment are not completed to the satisfaction of the Firm (as required and determined in the Firm's sole discretion),

UBS Amita Tamore - 22310A1061

UBS Business Solutions (India) Pvt. Ltd.
Unit 501,601,701,801,901,
Bldg No.8, Commerzone,
Yerwada, Samrat Ashok Path,
Pune 411006, Maharashtra, India
Tel: +91-20-67421500

(CIN: U74999PN2015FTC157258)

www.ubs.com

28 February 2023

PRIVATE & CONFIDENTIAL

Ms. Amita Hemant Tamore

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(b) a valid work permit or other permission or authorization (where required by law) has not been obtained or is not in effect on or before the Date of Commencement, or you are not entitled lawfully to reside and undertake employment with the Firm in India; or

(c) if any of the Firm's background screening processes and/or reference checks required prior to your commencement of employment are not completed to the satisfaction of the Firm (as required and determined in the Firm's sole discretion),

UBS

the Firm shall have the right, but not the obligation, to extend or postpone the Date of Commencement.

If the Firm does not agree to extend or postpone the Date of Commencement, the Firm may by notice to you rescind this Agreement whereupon the Firm shall have no liability to you.

3 Place of Employment

Your principal place of employment shall be in the Firm's office in Pune, but you may be required to work temporarily or permanently at other locations in India from time to time. You may also be required to travel outside India from time to time in order to carry out your duties.

4 Working Hours

You will be required to work in EMEA shift in order to provide support to the one or more dedicated financial markets, as follows:

Shift Type	Assigned Working Hours
APAC	Start between 05:00 to 07:00 End between 14:00 to 16:00
EMEA	Start between 12:00 to 14:00 End between 21:00 to 23:00
USA	Start between 16:00 to 19:00 End between 01:00 to 04:00

The Firm is entitled to, at its own discretion, adjust the working hours for the purpose of addressing the actual business requirement of the Firm.

5 Probation

5.1 You will initially be on probation for a period of three months from the Date of Commencement, after which, your performance will be reviewed to determine if your performance meets the required standard for your role.

If your performance is found unsatisfactory, the probation period may be extended until your employment is expressly confirmed by the management of the Firm. This probation period would be computed excluding any leave that you may take, for any reason, during the three months immediately following the date of commencement of employment.

5.2 Your probation will end on the later of:

(a) three months from the Date of Commencement, provided that the firm does not elect to extend the probation period ; or
(b) such time when you complete the compliance induction training required to be undertaken by all employees,

subject to further extension at the entire discretion of the Firm.

6 Compliance Induction

To provide you with a better understanding of the Firm's compliance policy, you will be required to attend a Compliance Induction Training Session shortly after the commencement of your employment. Please note that the Compliance Induction Training Session is a compulsory training for all employees. You must complete such training within three months of the Date of Commencement.

7 Total Employment Cost

7.1 Salary

Your annual Total Employment Cost (TEC) will be INR600,000/-. Your annual basic salary will be INR300,000/-, which will be paid in 12 instalments of INR25,000/- per month.

7.2 Employer Provident Fund Contribution

Vasant
Creative

Appointment Letter

Date: 07th MARCH 2024.

To,
Ms. Sayli Devlekar,
1701/17, Ruby M-18 Compound,
Balgovinda Das Road,
Mahim, Mumbai – 400016.

Dear Ms. Sayli Sanjay Devlekar,
You are appointed for the post of Account Assistant on Probation Period of Six months on Monthly salary of Rs. 15000/- [Rs. Fifteen Thousand Only] per month. Joining date will be 11th March 2024.

Note:

1. **Probation period will be for 6 months.**
2. **Leave & bonus will be applicable after probation period.**
3. **Notice period is 60 days which is not applicable during probation.**
4. **Working days Monday to Saturday & Working Time: 09.30am to 6.00pm.**
5. **Any absents during the month will be deducted from the salary.**
6. **Late arrival or emergency leave has to be informed before 10 am to office to enable preplanning of pending jobs.**
7. **Half Day will be considered after 12.00 p.m. and before 4.30 p.m.**
8. **Mobile for personal use not allowed in working hours.**
9. **Non-Veg, Smoking & Tobacco are not allowed in the office premises and in the office hours.**

Yours truly,

For, VASANT CREATIVE

Authorized Signatory

VASANT CREATIVE Sewri Mumbai-15 Tel.: 24183337

I accept & confirm,

Sayli

Sayli Devlekar

D-11, First Floor, ACME Indl. Estate, Minerva Premises Co-op Society Ltd., Bunder Road, Sewri East, Mumbai - 400 015. India.
+91 98201 81109 / +91 22 2418 3337 vipul@vasant.in, marketing@vasant.in
Vasant Creative www.vasant.in | VASANT ADVERTISING www.vasantadvertising.com

22310A1051
Lijjesh JF

VFS.GLOBAL
EST. 2001

Partnering Governments. Providing Solutions.

March 07, 2024

Lijjesh Sunil Jamdhade

B-202 NewLook Apartment, MMGS Marg, Opposite Wadala Udyog Bhavan, Dadar(East) Mumbai-400014

Dear **Lijjesh**,

We are pleased to offer you employment as **Officer Operations** (Grade:**P5**) on a fixed term basis w.e.f **March 11, 2024** for a period of Six months.

- You will be paid a monthly CTC (Cost to Company) of **INR 22000/- (Rupees Twenty Two Thousand Only).** Kindly refer to the Annexure for detailed break up of your compensation.
- You will report functionally to **Deputy Manger operation** or to any other person as may be specified to you by the organization from time to time.
- Your posting will be at **Mumbai.**
- Your services will stand automatically terminated after the expiry of **Six** months. The contract can be further extended upto a maximum of 3 months based on the business requirement.
- You will comply with all the terms and conditions of the company as are applicable to Fixed Term employees during the course of your employment with us.
- The offer is subject to the following that in the event of you being employed earlier in VFS Global either as FTC/FTE, this letter shall not be construed in any manner as continuous employment basis the last duration of employment with us and that you shall not make any monetary claims or otherwise .
- Please also note that your employment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history.
- You are requested to submit the documents required for Background Verification within 5 working days from the date of issue of this Offer Letter. Failure to submit the documents within the stipulated period or in case of an unsatisfactory verification report, the Company reserves the right to withdraw the Offer Letter.
- As per Policy, all employees joining VFS who are in customer facing roles or otherwise will be required to undergo Employees Process Certification Program. The details of the program will be communicated to the employees by the Regional L&D Team. The new employees will have to clear the certification test within 2 (two) attempts and post successful clearance of the test, they will be provided the customer facing roles. In the event, if the employee fails to clear the test, the company has the right to terminate your services. Please note that local laws prevailing in the country will supersede in respect of the clause above if the same is conflicting.

You are requested to sign and return to us the copy of this letter as a token of your acceptance of the terms and conditions.

Your acceptance should reach us on or before **March 11, 2024** failing which it shall stand automatically withdrawn.

for VFS Global Services Pvt. Ltd

Ritu Chawla
Associate Vice President - Human Resources

for VFS Global Services Pvt. Ltd.

Archana Bandekar
Associate Vice President- HR Shared Services

I am pleased to accept your employment as per your terms & conditions. I have also been explained, and have understood and assessed the risks involved in the business of the Company, and accept the employment pursuant to the agreement.

Date: - _____

Signature: - Jam Dhade

Name	
Division	VFS Global
Grade	P5
Level	Professional
Employee Type	Fixed Term

No.	Particulars	Components	February-24	
			per month (INR)	per annum (INR)
A	**Gross Salary**	Basic Salary	14310	171720
		House Rent Allowance	716	8592
		Personal Allowance	102	1224
		Books and Periodicals Allowance	1250	15000
		Conveyance	1600	19200
		Washing Allowance	500	6000
		Total Gross Salary	**18478**	**221736**
B	**Social Security & Retirals**	PF Employer Contribution	1730	20760
		ESIC Employer Contribution	601	7212
		Statutory Bonus	1192	14304
		Total Social Security & Retirals	**3523**	**42276**
	Total CTC (A + B)		22000	264000

	Other Benefits	Coverage	per month (INR)	per annum (INR)
C	Life Insurance (self)	1000000		530
	Personal Accident (self)	1000000		220
	Mediclaim (Family Floater Policy)	300000		7392

Notes :

1 *Professional Tax amount and Income Tax is not taken into consideration*

Webaon Pvt Ltd
info@webaon.com
3rd Floor, Ajay Industrial estate, Mazgoan, Mumbai 400010

Offer Letter

Date: 12/09/2023

Dear **Mohammed Zahid Wadiwale,**

We are pleased to extend an offer of employment to you for the position of **Chief Executive Officer** at **Webaon Pvt Ltd.** We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

Position Details

- **Job Title:** Chief Executive Officer
- **Reporting to:** Mr. Nafees Badiwale (Director)
- **Start Date:** 16/10/2023
- **Employment Type:** Full-time
- **Work Schedule:** 10 am - 9pm
- **Job Location:** Hybrid

Compensation and Benefits

- **Annual Salary Package: ₹8,50,000.00**
- The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

Terms and Conditions

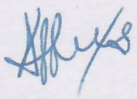
- The employment is at-will, which means that either the company or the employee can terminate the employment relationship at any time, with or without cause and with or without notice.
- This offer of employment does not constitute a contract or guarantee of continued employment. It is not intended to create an employment relationship between you and **Webaon Pvt Ltd** until you have signed the necessary employment agreement and any other required documents.
- You will be required to sign Confidentiality/Non-Compete Agreement after accepting this offer letter to protect our company's interests.

Acceptance

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

We look forward to your positive response and the opportunity to welcome you to **Webaon Pvt Ltd.** If you have any questions or require further information, please feel free to contact **Mr. Nafees Badiwale (Director)** at **info@webaon.com.**

Sincerely,



Mr. Nafees Badiwale's Signature
Webaon Pvt Ltd

I **Mohammed Zahid Wadiwale**, accept, and agree to the proposed terms of employment and request that the Employer prepares a formal contract of employment for execution.

Mohammed Zahid Wadiwale's Signature

Anushree Khupte
BF2231OA1068



APPOINTMENT LETTER

16 November, 2022

Dear **ANUSHREE KHUPTE,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 78800**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by ANUSHREE KHUPTE | welcome2anushree@gmail.com | 16-11-2022 02:55:29 PM IST | 106.78.176.27

Bilal Ansari
22310A1019
M. Com B&F

wipro

APPOINTMENT LETTER

7 February, 2024

Dear **Bilal Husain Iqbal Husain Ansari,**

Resume ID - **27776000**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 120000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by Bilal Husain Iqbal Husain Ansari | bill27530@gmail.com | 07-02-2024 08:27:36 PM IST | 120.138.108.188

BP
22310A1005

wipro

APPOINTMENT LETTER

20 September, 2022

Dear **Divek Rao,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 77200**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Soman Jaiswal
2230A1042
BF



APPOINTMENT LETTER

16 September, 2022

Dear **Soman Jaiswal,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 100000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by Soman Jaiswal | Somanjaiswal2000@gmail.com | 16-09-2022 06:14:32 PM IST | 103.10.127.38

DocuSign Envelope ID: 9ACCB76D-EF6B-4CDB-8E46-18725AEF92A7

WNS
Extending Your Enterprise

01-Jun-2023

Devabalan Arumairaj Nadar

Room No.15 Fatimabai Chawl, Dharavi

Mumbai, Maharashtra 400017.

India

Letter of offer

Dear Devabalan,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Associate - F&A (JC6273)** in **WNS Global Services Pvt. Ltd.**, based at our **Mumbai - Plant 10/11 (MUM)** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Associate - F&A (JC6273)**.

Compensation: Your Total Gross Pay will be **INR 2,82,880 (Indian Rupees Two Lakh, Eighty Two Thousand, Eight Hundred And Eighty Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **02-Jun-2023**.

Place of work: Your place of work will be **Mumbai - Plant 10/11 (MUM)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA
COSTA RICA
INDIA
THE PHILIPPINES
ROMANIA
SRI LANKA
UAE
UK
USA

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
A Devabalan
89811BE2FCAB4C8...

Accepted and Agreed

Devabalan Arumairaj Nadar
Candidate's Name & Signature

12:34 4G 74

From: careers@worldexindia.com <careers@worldexindia.com>
Sent: Wednesday, September 6, 2023 6:05 PM
To: kolishreyank61@gmail.com
Subject: Internship Confirmation

Dear Shreyank,

Greetings from Worldex India Exhibition and Promotion Pvt. Ltd.

As discussed, We would like to extend an offer to you for an internship position from 11 September 2023 in our organisation.

Please find the below job description for internship.

Tele Marketing Executive:

Job Duration : 11 September – 09 December 2023
Stipend: INR 12000 /month
Timing: 9.30 am to 6.30 pm

Job description:

- To promote exhibition, conference, seminars and road shows through tele calling and email campaigns with a view of generating their interest in participating in the same.
- Should be capable of managing database with accurate data entry and ability to co-ordinate activities.

Name : Rushika Jethalal Dama. M.com Banking And Finance.

Roll No. : 23310A10[illegible]19

Phone No. : 9619095306

YRKDAJ & ASSOCIATES LLP
Chartered Accountants

| 110 & 125 Silver Point
| Maneklal Estate,LBS Marg,
| Ghatkopar- (W)
| Mumbai- 400086
| Email id :cateam@yrkdaj.com
| Phone no: 022 25112266

Ref.: YRKDAJ/EMP/0028

Date: 17.05.2023

Emp. Code: 28-W100288

Ms. Rushika Dama
R No 7A, Saket CHS,
Subhash Nagar Asalpha Village
Ghatkopar W Mumbai 400084

Subject: OFFER LETTER

Dear Rushika,

This refers to your interview with us, we are pleased to offer you the position as ***"Audit and Accounts Intern"*** with effect from 01.06.2023.

Your compensation package is mentioned in attached "Annexure-A".

You will be under internship period for ***One Year*** and you will be able to avail paid leaves after ***Six Months*** from the date of joining.

We welcome you to the ***"YRKDAJ"*** family and hope for a long and happy association with you in the future.

Yours faithfully,
For, **CA Rohit Teli**

(Authorised Signatory)

YRKDAJ & ASSOCIATES LLP FIRM Registration No. W100288 Chartered Accountants

Note: Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions stipulated herein.

Annexure 'A'

S.N.	C.T.C. Calculation	Per Month	Per Year
1	**Basic + D. A.**	5,000	60,000
2	Other Allowance	-	-
3	**Gross Salary (1+2)**	5,000	60,000
4	**Statutory Payment:**		
5	Contribution to PT	-	-
6	**Total Statutory Payments:**	-	-
	Take Away Stipend	5,000	60,000

DECLARATION

I hereby declare and affirm that, I have carefully studied and understood the terms and conditions mentioned in this letter and I undertake to abide by the said terms and conditions.

Employee Name : Rushika Dama
Designation : Audit and Accounts Assistant
Date of Joining : 01.06.2023

YRKDAJ & ASSOCIATES LLP FIRM Registration No. VY100288 Chartered Accountants

Authorised Signatory
Date: 17.05.2023

Acceptance by the Employee
Date: 17.05.2023

Outlook

Re: Rsutra- Vidyalankar Recruitment

From Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Date Wed 9/4/2024 8:55 AM
To priya@rsutra.com <priya@rsutra.com>
Cc Alpesh Patel <alpeshpatel@rsutra.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Hi Priya,
Thank you so much for the information. Kindly share the internship offer letter.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Wednesday, September 4, 2024 8:15 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
Hope you are doing well!
We have selected Ninad Karlekar as an Intern.

Thanks,
Priya

On 2024-09-03 13:24, Dinesh Sukumaran wrote:

> Hi Priya,
>
> please find attached resume of Ninad Karlekar for your perusal.
>
> ---
>
> **From:** Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
> **Sent:** Tuesday, August 6, 2024 2:41 PM
> **To:** priya@rsutra.com <priya@rsutra.com>
> **Subject:** Re: Rsutra- Vidyalankar Recruitment
>
> Ok, thank you.
>
> Get Outlook for Android
>
> ---
>
> **From:** priya@rsutra.com <priya@rsutra.com>
> **Sent:** Tuesday, August 6, 2024 1:34:44 PM
> **To:** Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
> **Subject:** Re: Rsutra- Vidyalankar Recruitment
>
> Hi Dinesh,
> The discussion regarding the interviews are on.
> We will update you by the end of this week.
> Thanks,
> Priya
> On 2024-08-05 13:46, Dinesh Sukumaran wrote:

HI Priya,
Is there any development form the last interview?

From: priya@rsutra.com <priya@rsutra.com>
Sent: Friday, July 26, 2024 4:45 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
We can conduct the PI on 31st from 12.30pm.
Kindly ask the students to carry hard copies of their CV and Educational Documents.
Thanks,
Priya Dalvi

On 2024-07-26 15:47, Dinesh Sukumaran wrote:

HI Priya,
Ref. to our last conf. call just now Along with Mr. Alpesh, we should schedule the PI at VSIT on 31st or 1at August from 12:30pm to 3pm.

We have a constraint of space, so kindly consider and confirm.

Kindly let me know the schedule. I will keep the student standby.

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Wednesday, July 10, 2024 12:14 PM
To: priya@rsutra.com <priya@rsutra.com>
Subject: Re: Rsutra- Vidyalankar Recruitment

HI Priya,
Ref. to our conf. call just now Along with Mr. Alpesh, we should schedule the Pi after 22nd July.
Kindly let me know the schedule. I will keep the student standby.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Tuesday, July 9, 2024 11:25 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
We can wait till institute water logging issues are resolved.
Let us know when everything gets back to normal.
We can plan on face to face interviews post that.

Thanks,
Priya

On 2024-07-08 20:00, Dinesh Sukumaran wrote:

Hi Priya,

Due heavy rains and huge water logging in and around our campus. Our institute is working virtually.

I request you to do the hiring process online.

Our next working from office will be known tomorrow and as per the weather condition tomorrow.

You may please consider.

Regards
Dinesh Sukumaran

Get Outlook for Android

From: priya@rsutra.com <priya@rsutra.com>
Sent: Thursday, July 4, 2024 11:12:51 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
We can have the interviews on 9th July at 10 am

Thanks,
Priya

On 2024-07-03 16:02, Dinesh Sukumaran wrote:

> Hi Priya,
>
> Our institute will have the orientation program for the First-year students on 5th and 6th July.
> I regret to inform you that the campus drive requires to be shifted on a future date.
> This could be possible to organise on 9th or 10th July.
>
> I request you to kindly consider.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Monday, July 1, 2024 12:10 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,

Vegna Karampuri
Sandeep Jain
Esakki Thevar
Prabhat Sudhir Sarang
Ninad Uday Karlekar
Advait Rane

These are shortlisted candidates. We will do interviews on Saturday (6 July) at your institute.
We will start the interview process at 10.30am

Please ask the students to carry their CV and Education documents(Hard Copy)

Kindly share the address of your institute

Thanks,
Priya

On 2024-06-29 09:15, Dinesh Sukumaran wrote:

Hello Priya,
Please give some update on the further process.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Monday, June 24, 2024 1:11 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
As discussed,the link will be shared with the students on Tuesday in the meeting.
The timings remain the same.

You can share the Google meet link with us for tomorrow's online aptitude test.

Thanks,
Priya

On 2024-06-24 12:58, Dinesh Sukumaran wrote:

Hi Priya,
Reference to the mail below, Please let me also know about the students response and further process.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Friday, June 21, 2024 12:22 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Dinesh,
Thanks for sharing the details.

We can have an Online Aptitude Test on Tue, 24th June in 2 batches.
Batch 1- 2:30 to 3:00PM
Batch2 - 3:15 to 4:00 PM

Candidates eligible for the test are BSc IT(2024) & MSc IT (2024) batch

Thanks,
Priya

On 2024-06-12 15:04, Dinesh Sukumaran wrote:

Hello Priya,
Please find attached updated file with details of applicants for your perusal.

MScIT passing out in 2025 are MScIT part 1 students who applied for internship for at least 150hrs or a month.
Rest all students are 2024 pass outs and therefore, they are readily available for immediate joining.

Kindly ensure to keep me in loop for further selection process and also about final selections.

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Wednesday, June 12, 2024 11:20 AM
To: priya@rsutra.com <priya@rsutra.com>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Priya,
Please find attached updated file with details and resume of applicants for your perusal.
Kindly ensure to keep me in loop for further selection process and also about final selections.

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, June 8, 2024 11:36 AM
To: priya@rsutra.com <priya@rsutra.com>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Priya,
Please find attached file with details and resume of applicants for your perusal.
Kindly ensure to keep me in loop for further selection process and also about final selections.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Friday, June 7, 2024 1:40 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Dinesh,
Yes, they are eligible.
Just that they should be interested in RPA related career.

Thanks,
Priya Dalvi

On 2024-06-07 12:48, Dinesh Sukumaran wrote:

> Dear Ms. Priya,
> I received this proposal through Prof. Sanjeela.
>
> I had gone through it and need to ask you, are the students of BSc Data science and MSc IT eligible for participation?
>
> Plz reply and accordingly I will get the students application.

Regards
Dinesh Sukumaran
8928859766

Get Outlook for Android

From: Sanjeela Sagar <Sanjeela.Sagar@vsit.edu.in>
Sent: Friday, June 7, 2024 12:01:46 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>
Cc: Asif Rampurawala <Asif.Rampurawala@vsit.edu.in>; Rohini Kelkar <Rohini.Kelkar@vsit.edu.in>
Subject: Fw: Rsutra- Vidyalankar Recruitment

Dear Sir,
As per our telephonic conversation, I am sending you the details of Rsutra recruitment.

@Spruha More: We have to send the list of the eligible students to them in excel format.

Kindly follow-up with Priya (HR- Rsutra).

Regards,
Sanjeela Sagar
Assistant Professor
Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126
www.vsit.edu.in
Please consider your environmental responsibility before printing this email

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From: priya@rsutra.com <priya@rsutra.com>
Sent: 07 June 2024 11:56
To: Spruha More <spruha.more@vsit.edu.in>; Sanjeela Sagar <Sanjeela.Sagar@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>
Subject: Rsutra- Vidyalankar Recruitment

Hello Team,
Hope you are doing well!
Kindly check the JD attached.

Best regards,
Priya Dalvi
rSutra Analytics & Consulting
www.rSutra.com

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Webaon Pvt Ltd
info@webaon.com
3rd Floor, Ajay Industrial estate, Mazgoan, Mumbai 400010

Offer Letter

Date: 12/09/2023

Dear **Mohammed Zahid Wadiwale,**

We are pleased to extend an offer of employment to you for the position of **Chief Executive Officer** at **Webaon Pvt Ltd.** We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

Position Details

- **Job Title:** Chief Executive Officer
- **Reporting to:** Mr. Nafees Badiwale (Director)
- **Start Date:** 16/10/2023
- **Employment Type:** Full-time
- **Work Schedule:** 10 am - 9pm
- **Job Location:** Hybrid

Compensation and Benefits

- **Annual Salary Package: ₹8,50,000.00**
- The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

Terms and Conditions

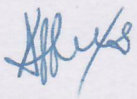
- The employment is at-will, which means that either the company or the employee can terminate the employment relationship at any time, with or without cause and with or without notice.
- This offer of employment does not constitute a contract or guarantee of continued employment. It is not intended to create an employment relationship between you and **Webaon Pvt Ltd** until you have signed the necessary employment agreement and any other required documents.
- You will be required to sign Confidentiality/Non-Compete Agreement after accepting this offer letter to protect our company's interests.

Acceptance

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

We look forward to your positive response and the opportunity to welcome you to **Webaon Pvt Ltd.** If you have any questions or require further information, please feel free to contact **Mr. Nafees Badiwale (Director)** at **info@webaon.com.**

Sincerely,



Mr. Nafees Badiwale's Signature
Webaon Pvt Ltd

I **Mohammed Zahid Wadiwale**, accept, and agree to the proposed terms of employment and request that the Employer prepares a formal contract of employment for execution.

Mohammed Zahid Wadiwale's Signature

Anushree Khupte
BF2231OA1068



APPOINTMENT LETTER

16 November, 2022

Dear **ANUSHREE KHUPTE,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 78800**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by ANUSHREE KHUPTE | welcome2anushree@gmail.com | 16-11-2022 02:55:29 PM IST | 106.78.176.27

Bilal Ansari
22310A1019
M. Com B&F

wipro

APPOINTMENT LETTER

7 February, 2024

Dear **Bilal Husain Iqbal Husain Ansari,**

Resume ID - **27776000**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 120000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by Bilal Husain Iqbal Husain Ansari | bill27530@gmail.com | 07-02-2024 08:27:36 PM IST | 120.138.108.188

BP
22310A1005

wipro

APPOINTMENT LETTER

20 September, 2022

Dear **Divek Rao,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 77200**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Soman Jaiswal
2230A1042
BF



APPOINTMENT LETTER

16 September, 2022

Dear **Soman Jaiswal,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-MH-Mumbai.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 100000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

Signed by Soman Jaiswal | Somanjaiswal2000@gmail.com | 16-09-2022 06:14:32 PM IST | 103.10.127.38

DocuSign Envelope ID: 9ACCB76D-EF6B-4CDB-8E46-18725AEF92A7

WNS
Extending Your Enterprise

01-Jun-2023

Devabalan Arumairaj Nadar

Room No.15 Fatimabai Chawl, Dharavi

Mumbai, Maharashtra 400017.

India

Letter of offer

Dear Devabalan,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Associate - F&A (JC6273)** in **WNS Global Services Pvt. Ltd.**, based at our **Mumbai - Plant 10/11 (MUM)** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Associate - F&A (JC6273)**.

Compensation: Your Total Gross Pay will be **INR 2,82,880 (Indian Rupees Two Lakh, Eighty Two Thousand, Eight Hundred And Eighty Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **02-Jun-2023**.

Place of work: Your place of work will be **Mumbai - Plant 10/11 (MUM)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA
COSTA RICA
INDIA
THE PHILIPPINES
ROMANIA
SRI LANKA
UAE
UK
USA

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

DocuSigned by:
A Devabalan
89811BE2FCAB4C8...

Accepted and Agreed

Devabalan Arumairaj Nadar
Candidate's Name & Signature

12:34 4G 74

From: careers@worldexindia.com <careers@worldexindia.com>
Sent: Wednesday, September 6, 2023 6:05 PM
To: kolishreyank61@gmail.com
Subject: Internship Confirmation

Dear Shreyank,

Greetings from Worldex India Exhibition and Promotion Pvt. Ltd.

As discussed, We would like to extend an offer to you for an internship position from 11 September 2023 in our organisation.

Please find the below job description for internship.

Tele Marketing Executive:

Job Duration : 11 September – 09 December 2023
Stipend: INR 12000 /month
Timing: 9.30 am to 6.30 pm

Job description:

- To promote exhibition, conference, seminars and road shows through tele calling and email campaigns with a view of generating their interest in participating in the same.
- Should be capable of managing database with accurate data entry and ability to co-ordinate activities.

Name : Rushika Jethalal Dama. M.com Banking And Finance.

Roll No. : 23310A10[illegible]19

Phone No. : 9619095306

YRKDAJ & ASSOCIATES LLP
Chartered Accountants

| 110 & 125 Silver Point
| Maneklal Estate,LBS Marg,
| Ghatkopar- (W)
| Mumbai- 400086
| Email id :cateam@yrkdaj.com
| Phone no: 022 25112266

Ref.: YRKDAJ/EMP/0028

Date: 17.05.2023

Emp. Code: 28-W100288

Ms. Rushika Dama
R No 7A, Saket CHS,
Subhash Nagar Asalpha Village
Ghatkopar W Mumbai 400084

Subject: OFFER LETTER

Dear Rushika,

This refers to your interview with us, we are pleased to offer you the position as ***"Audit and Accounts Intern"*** with effect from 01.06.2023.

Your compensation package is mentioned in attached "Annexure-A".

You will be under internship period for ***One Year*** and you will be able to avail paid leaves after ***Six Months*** from the date of joining.

We welcome you to the ***"YRKDAJ"*** family and hope for a long and happy association with you in the future.

Yours faithfully,
For, **CA Rohit Teli**

(Authorised Signatory)

YRKDAJ & ASSOCIATES LLP FIRM Registration No. W100288 Chartered Accountants

Note: Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions stipulated herein.

Annexure 'A'

S.N.	C.T.C. Calculation	Per Month	Per Year
1	**Basic + D. A.**	5,000	60,000
2	Other Allowance	-	-
3	**Gross Salary (1+2)**	5,000	60,000
4	**Statutory Payment:**		
5	Contribution to PT	-	-
6	**Total Statutory Payments:**	-	-
	Take Away Stipend	5,000	60,000

DECLARATION

I hereby declare and affirm that, I have carefully studied and understood the terms and conditions mentioned in this letter and I undertake to abide by the said terms and conditions.

Employee Name : Rushika Dama
Designation : Audit and Accounts Assistant
Date of Joining : 01.06.2023

YRKDAJ & ASSOCIATES LLP FIRM Registration No. VY100288 Chartered Accountants

Authorised Signatory
Date: 17.05.2023

Acceptance by the Employee
Date: 17.05.2023

Outlook

Re: Rsutra- Vidyalankar Recruitment

From Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Date Wed 9/4/2024 8:55 AM
To priya@rsutra.com <priya@rsutra.com>
Cc Alpesh Patel <alpeshpatel@rsutra.com>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>

Hi Priya,
Thank you so much for the information. Kindly share the internship offer letter.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Wednesday, September 4, 2024 8:15 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
Hope you are doing well!
We have selected Ninad Karlekar as an Intern.

Thanks,
Priya

On 2024-09-03 13:24, Dinesh Sukumaran wrote:

> Hi Priya,
>
> please find attached resume of Ninad Karlekar for your perusal.
>
> ---
>
> **From:** Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
> **Sent:** Tuesday, August 6, 2024 2:41 PM
> **To:** priya@rsutra.com <priya@rsutra.com>
> **Subject:** Re: Rsutra- Vidyalankar Recruitment
>
> Ok, thank you.
>
> Get Outlook for Android
>
> ---
>
> **From:** priya@rsutra.com <priya@rsutra.com>
> **Sent:** Tuesday, August 6, 2024 1:34:44 PM
> **To:** Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
> **Subject:** Re: Rsutra- Vidyalankar Recruitment
>
> Hi Dinesh,
> The discussion regarding the interviews are on.
> We will update you by the end of this week.
> Thanks,
> Priya
> On 2024-08-05 13:46, Dinesh Sukumaran wrote:

HI Priya,
Is there any development form the last interview?

From: priya@rsutra.com <priya@rsutra.com>
Sent: Friday, July 26, 2024 4:45 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
We can conduct the PI on 31st from 12.30pm.
Kindly ask the students to carry hard copies of their CV and Educational Documents.
Thanks,
Priya Dalvi

On 2024-07-26 15:47, Dinesh Sukumaran wrote:

HI Priya,
Ref. to our last conf. call just now Along with Mr. Alpesh, we should schedule the PI at VSIT on 31st or 1at August from 12:30pm to 3pm.

We have a constraint of space, so kindly consider and confirm.

Kindly let me know the schedule. I will keep the student standby.

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Wednesday, July 10, 2024 12:14 PM
To: priya@rsutra.com <priya@rsutra.com>
Subject: Re: Rsutra- Vidyalankar Recruitment

HI Priya,
Ref. to our conf. call just now Along with Mr. Alpesh, we should schedule the Pi after 22nd July.
Kindly let me know the schedule. I will keep the student standby.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Tuesday, July 9, 2024 11:25 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
We can wait till institute water logging issues are resolved.
Let us know when everything gets back to normal.
We can plan on face to face interviews post that.

Thanks,
Priya

On 2024-07-08 20:00, Dinesh Sukumaran wrote:

Hi Priya,

Due heavy rains and huge water logging in and around our campus. Our institute is working virtually.

I request you to do the hiring process online.

Our next working from office will be known tomorrow and as per the weather condition tomorrow.

You may please consider.

Regards
Dinesh Sukumaran

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From: priya@rsutra.com <priya@rsutra.com>
Sent: Thursday, July 4, 2024 11:12:51 AM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
We can have the interviews on 9th July at 10 am

Thanks,
Priya

On 2024-07-03 16:02, Dinesh Sukumaran wrote:

> Hi Priya,
>
> Our institute will have the orientation program for the First-year students on 5th and 6th July.
> I regret to inform you that the campus drive requires to be shifted on a future date.
> This could be possible to organise on 9th or 10th July.
>
> I request you to kindly consider.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Monday, July 1, 2024 12:10 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,

Vegna Karampuri
Sandeep Jain
Esakki Thevar
Prabhat Sudhir Sarang
Ninad Uday Karlekar
Advait Rane

These are shortlisted candidates. We will do interviews on Saturday (6 July) at your institute.
We will start the interview process at 10.30am

Please ask the students to carry their CV and Education documents(Hard Copy)

Kindly share the address of your institute

Thanks,
Priya

On 2024-06-29 09:15, Dinesh Sukumaran wrote:

Hello Priya,
Please give some update on the further process.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Monday, June 24, 2024 1:11 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hi Dinesh,
As discussed,the link will be shared with the students on Tuesday in the meeting.
The timings remain the same.

You can share the Google meet link with us for tomorrow's online aptitude test.

Thanks,
Priya

On 2024-06-24 12:58, Dinesh Sukumaran wrote:

Hi Priya,
Reference to the mail below, Please let me also know about the students response and further process.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Friday, June 21, 2024 12:22 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Dinesh,
Thanks for sharing the details.

We can have an Online Aptitude Test on Tue, 24th June in 2 batches.
Batch 1- 2:30 to 3:00PM
Batch2 - 3:15 to 4:00 PM

Candidates eligible for the test are BSc IT(2024) & MSc IT (2024) batch

Thanks,
Priya

On 2024-06-12 15:04, Dinesh Sukumaran wrote:

Hello Priya,
Please find attached updated file with details of applicants for your perusal.

MScIT passing out in 2025 are MScIT part 1 students who applied for internship for at least 150hrs or a month.
Rest all students are 2024 pass outs and therefore, they are readily available for immediate joining.

Kindly ensure to keep me in loop for further selection process and also about final selections.

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Wednesday, June 12, 2024 11:20 AM
To: priya@rsutra.com <priya@rsutra.com>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Priya,
Please find attached updated file with details and resume of applicants for your perusal.
Kindly ensure to keep me in loop for further selection process and also about final selections.

From: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Sent: Saturday, June 8, 2024 11:36 AM
To: priya@rsutra.com <priya@rsutra.com>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>; Sapna Damdhar <sapna.damdhar@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Priya,
Please find attached file with details and resume of applicants for your perusal.
Kindly ensure to keep me in loop for further selection process and also about final selections.

From: priya@rsutra.com <priya@rsutra.com>
Sent: Friday, June 7, 2024 1:40 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>; Spruha More <spruha.more@vsit.edu.in>
Subject: Re: Rsutra- Vidyalankar Recruitment

Hello Dinesh,
Yes, they are eligible.
Just that they should be interested in RPA related career.

Thanks,
Priya Dalvi

On 2024-06-07 12:48, Dinesh Sukumaran wrote:

> Dear Ms. Priya,
> I received this proposal through Prof. Sanjeela.
>
> I had gone through it and need to ask you, are the students of BSc Data science and MSc IT eligible for participation?
>
> Plz reply and accordingly I will get the students application.

Regards
Dinesh Sukumaran
8928859766

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From: Sanjeela Sagar <Sanjeela.Sagar@vsit.edu.in>
Sent: Friday, June 7, 2024 12:01:46 PM
To: Dinesh Sukumaran <dinesh.sukumaran@vsit.edu.in>; Spruha More <spruha.more@vsit.edu.in>
Cc: Asif Rampurawala <Asif.Rampurawala@vsit.edu.in>; Rohini Kelkar <Rohini.Kelkar@vsit.edu.in>
Subject: Fw: Rsutra- Vidyalankar Recruitment

Dear Sir,
As per our telephonic conversation, I am sending you the details of Rsutra recruitment.

@Spruha More: We have to send the list of the eligible students to them in excel format.

Kindly follow-up with Priya (HR- Rsutra).

Regards,
Sanjeela Sagar
Assistant Professor
Vidyalankar Educational Campus
Vidyalankar College Marg
Mumbai – 400 037.
Tel No. : 022 2416 1126
www.vsit.edu.in
Please consider your environmental responsibility before printing this email

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From: priya@rsutra.com <priya@rsutra.com>
Sent: 07 June 2024 11:56
To: Spruha More <spruha.more@vsit.edu.in>; Sanjeela Sagar <Sanjeela.Sagar@vsit.edu.in>
Cc: Alpesh Patel <alpeshpatel@rsutra.com>
Subject: Rsutra- Vidyalankar Recruitment

Hello Team,
Hope you are doing well!
Kindly check the JD attached.

Best regards,
Priya Dalvi
rSutra Analytics & Consulting
www.rSutra.com

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