



Placement List for Academic Year 2018-19

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer	Pay package at appointment (In INR per annum)
2018-19	DEEPLAXMI NITIN WAINGANKAR	MBA	2019	HR Remedy india ltd	2
2018-19	PRIYANKA DIPAK DONHE	MBA	2019	asset analytic pvt	3
2018-19	RAHUL SUBHASH ZARKAR	MBA	2019	TATA Communication	3.1
2018-19	SUNIT BENED RODRIKS	MBA	2019	Reliance SMSL Ltd	1.95
2018-19	AKSHAY KUMAR DILIP HOGALE	MBA	2019	eclerks	3
2018-19	ASHWINI BHARAT GAIKWAD	MBA	2019	SKP Business Consulting LLP	2.22
2018-19	CHINTAN BHARAT PATIL	MBA	2019	HDFC	2.8
2018-19	ASHWINI NARAYAN BHANDERA	MBA	2019	Rakshak security plt	1.8
2018-19	GAHUDALE LAKSHMAN DATTATRAY	MBA	2019	IMRB(KANTAR GROUP)	3
2018-19	AMRUTA SURESH SHINDE	MBA	2019	Desai Electronics PLT	2.8
2018-19	BIRAJDAR SACHIN SANJAY	MBA	2019	Sakal Media Groups	3
2018-19	GAIKWAD SAMPADA CHINTAMANI	MBA	2019	Rakshak Security pvt	1.8
2018-19	RAYKAR ANKITA BALASAHEB	MBA	2019	Infosys	2.8
2018-19	GOKUL ARUN MHETRE	MBA	2019	Infosys	2.8
2018-19	RUTUJA ASHOK MANKAR	MBA	2019	Infosys	2.8
2018-19	PRANAYA PRAKASH ROKADE	MBA	2019	growweel softtek plt	3
2018-19	SHRADDHA MANGESH NAIK	MBA	2019	Dynpro India ltd	2



ZEAL EDUCATION SOCIETY'S
**ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,
COMPUTER APPLICATION AND RESEARCH (ZIBACAR)**
NARHE | PUNE | INDIA



PUN CODE: IMMPO13170

DTE CODE: 6152

AISHE CODE: C-41828

2018-19	PRIYANKA JITENDRA SHINDE	MBA	2019	SKP Business Counsling LPP	2.4
2018-19	SHINGADE TUKARAM VILAS	MBA	2019	house of fabrication plt	3.1
2018-19	SUKESHINI LALASAHEB ANDHALE	MBA	2019	Infosys	2
2018-19	DATTATRAY HANUMANT BONDAR	MBA	2019	Anarock Property Consultant Pvt Ltd	3
2018-19	SWARANJALI HANUMANT BANDGAR	MBA	2019	Growell Softtek PVL	3
2018-19	SURAJ MADHUKAR DHAWARE	MBA	2019	Dyno Foods	72
2018-19	TEJESH NARAYAN CHAVAN	MBA	2019	Innovative Retail Concepts Pvt Ltd	2.64
2018-19	REVATI MULCHAND BAGADE	MBA	2019	Softmate System LLP	2
2018-19	ANIKET DHANAJI BHALERAJ	MBA	2019	Speak well skilss acdemy plt	2.4
2018-19	SHANKAR SHANTARAM KATKAR	MBA	2019	Star Dental Sentor PVT	3
2018-19	VISHAL ROHIDAS TAKPIRE	MBA	2019	A V Bhat Builders Pvt Ltd	3
2018-19	PANKAJ VINIT KADAM	MBA	2019	India Mart LTD	3
2018-19	RAKSHA KISHOR SUKHADEVE	MBA	2019	Infosys	2
2018-19	BHARAT DASHARATH MORE	MBA	2019	Indian pneumatic & Haidrolic Plt	3
2018-19	DIPAK SAMBHAJI WAGHMARE	MBA	2019	Specturm Talent Managment Pvt Ltd	2.52
2018-19	POONAM RAMDAS NIMSE	MCA	2019	Rmnexo Software	3.5
2018-19	IMAMASAHEB RUKUMUDDIN NADAF	MCA	2019	Casepint pvt	1.8
2018-19	ASHVATKUMAR MACHINDRA KONE	MCA	2019	Prosoft solutions	2.16
2018-19	SHIRAJ RAJESAB NADAF	MCA	2019	Casepint pvt	1.8
2018-19	MULLA SAMEENA ABDULRAZZAK	MCA	2019	Being Addictive	1.5





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Total Student Placed for MBA & MCA – 37

Director



APPOINTMENT LETTER

EMP Code or Ref Code

Date: 2/1/2019

Mr. Takpire Vishal Rohidas**Subject: Appointment for the position of Sales Executive**

Dear Mr. Vishal,

With reference to your application, representation of your credentials and the subsequent interview that you had with us, we are pleased to offer you an appointment on **20/12/2018** in our organization on the following terms and conditions:

1. Designation

You will be designated as Sales Executive

2. Placement & Compensation

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter and shall be subject to deduction as per statutory laws.

3. Salary revision

Your salary revision will depend on your performance and discretion decision by management. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

4. Posting & Transfer

Your initial posting will be at "Pune". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

5. Working Hours

The regular working hours of the company are from 10:00 am to 7.00 pm Monday to Saturday and can be changed only at discretion of management.

6. Probation:

You will be on probation for a period of **12 months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

7. Full time employment

Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

8. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise. In case of breach of the clause, company is entitled to take legal action or compensation in lieu thereof, as decided by management.

9. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company. Such intellectual properties must not be used for any kind of personal use or other than company use.

10. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

11. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

12. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

13. Termination of employment

- a. During the probationary period and any extension thereof, your services may be terminated without notice by the management. In case you intend to leave during the probation you will need to give one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving **one-month(30 days)** notice or salary in lieu thereof.
- b. Unauthorized absence or absence without permission from duty for a continuous period of 8 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- c. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other

terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

- d. The Company reserves the right to terminate your employment summarily, without any notice, in the event of any of the following:
- i. Performance not meeting Company norms
 - ii. Failure to carry out any instructions given by your Superiors
 - iii. Any misconduct on your part
 - iv. Breach of any of the conditions of this appointment letter
 - v. Loss of trust & or Loss of confidence

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

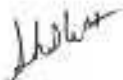
Upon termination of employment, you will also return all company property, which may be in your possession.

14. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours Truly,
For A V Bhat & Co



Proprietor

If, after signing the employment contract, any change in the existing office policies takes place, the existing provisions in the employment contract relating thereto shall stand superseded by the revised office policies.

Acceptance

I hereby declare and affirm that I have carefully studied and understood the Terms & Conditions of service herein, which has been explained in a language, understood by me in the correct perspective and I accept and undertake to abide by the said Terms & Conditions by signing this agreement.

Employee Signature

Witness Signature

ANNEXURE 'A': COMPENSATION DETAILS (SALARY & APPLICABLE BENEFITS)

Name : Takpire Vishal Rohidas
Designation : Sales Executive
Date of joining : 20/12/2018
Location : Pune

a) Remuneration

Basic Salary	:	Rs. 10,000/- per month
House Rent Allowance	:	Rs. 6,250/- per month
Medical Allowance	:	Rs. 1,200/- per month
Education Allowance	:	Rs. 0/- per month
Conveyance Allowance	:	Rs. 1,250/- per month
Other Allowance	:	Rs. 6,300/- per month

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.

b) Leave

- As per company policy.

Date: 7 March 2019

OFFER LETTER

Ms. Ashwini Bharat Gaikwad
At/Post - Bhade,
District Satara,
Bhade - 415 526.

Dear Ms. Gaikwad,

With reference to your application for employment and the subsequent interviews, we are pleased to offer you the position of Associate in SKP Business Consulting LLP upon and subject to the terms and conditions as set out below:

1. Date of Joining

1.1. Your date of appointment shall be the date of joining ("DOJ") the Organization which shall be at the earliest but not later than 1 April 2019, unless otherwise agreed to in writing by the Organization.

2. Compensation

2.1. In consideration of the due and faithful performance by you of the services required of you by the Organization, you shall be entitled to a total compensation of INR 222881 p.a. (Inclusive of performance linked bonus).

The breakup of the salary is mentioned in Annexure 1 enclosed herewith.

2.2. The compensation payable to you shall be reviewed by the Organization at periodic intervals as deemed appropriate by it. Changes to your compensation shall depend on a variety of factors relevant to your employment including, without limitation; the quality of the performance by you of your duties / obligations, your inter personal / communication skills and your contribution to the growth of the Organization.

2.3. Further, Income-tax, if any, on or in respect of the aforesaid remuneration shall be borne and paid by you. All payments under this Agreement shall be subject to withholding of taxes and such other deductions as may be required to be made by the Organization in accordance with the applicable law.

2.4. Save as aforesaid, you shall not be entitled to any other payment or compensation, whatsoever.

3. Verification – Pre and Post employment

3.1. Your appointment is subject to pre-employment verification including but not limited to reference check. Information provided by you to the Organization for seeking employment shall be verified after your acceptance of this offer and prior to your appointment. If it is discovered by the Organization at any time that you have either misrepresented facts or concealed information relevant to your employment with the Organization, the Organization shall be entitled at its sole discretion to withdraw the offer of employment made to you even if it has been accepted by you.

SKP Business Consulting LLP

VEN Business Centre, S. No. 135/1, Baner-Pashan Link Road, Pashan, Pune 411 021, India

t +91 20 6720 3800 e skpgrp.info@skpgroup.com w www.skpgroup.com

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3.2. Notwithstanding anything contained herein, if the Organization becomes aware at any time after the DOJ, that any declaration or representation, given or made, or information furnished by you to the Organization is false or materially misleading or if you are found to have concealed any information or facts relevant to your engagement, the Organization shall be entitled at its sole discretion to terminate your engagement without any notice or any compensation whatsoever.

4. Probation period

4.1. You shall be on probation for a period of 3 months from the DOJ or such extended period as the Organization in its sole discretion may determine ("Probation Period"). At the end of the Probation Period, your performance shall be evaluated by the Organization and if found satisfactory, your employment with the Organization shall be confirmed in writing. It is clarified that till such time you do not receive any confirmation letter or communication in this regard from the Organization, you shall be deemed to be in probation.

4.2. Your Probation Period can also be extended on non-submission of the documents mentioned in Annexure 2 to the Organization in accordance hereto.

5. Transfer / Deputation

5.1. As the Organization may deem fit from time to time, you may be transferred / deputed by the Organization to any department, geographical location, branch or associated concern of the Organization or any other related entity in or outside India which is currently in existence and operation or which may be set up in future and you shall accept such transfer/deputation.

6. Health Declaration

6.1. By accepting this offer letter, you hereby declare that you are not aware of any circumstances regarding your health or capacity to work that may adversely interfere with your ability to carry out your responsibilities hereunder and that you have informed to the Organization any existing illness or injury that may interfere in performing your duties as part of your employment with the Organization.

7. Responsibilities

7.1. You are required to provide the documents mentioned in Annexure 2 on the DOJ and in any case, within 3 (three) working days from the DOJ. In the event you are unable to provide all or any of the required documents within the stipulated time, you are required to inform the management and take steps as per their advice. By accepting this offer of employment, you verify and confirm that the documents and information provided by you to the Organization are true and accurate.

7.2. Your employment shall be governed by the policies, rules and regulations of the Organization (including policies under Information Security Management System) which may be amended from time to time. A copy of the current rules and regulations shall be made available to you upon joining.

7.3. You are expected to work with high standards, initiative, efficiency and cost effectiveness. You shall devote your full time and attention to the duties entrusted to you by the Organization. You shall strive towards professional development and keep yourself abreast with changes and developments in your field of work. You shall at all times conduct yourself with utmost rectitude and ethical integrity in all your dealings and shall not, directly or indirectly, do anything which would or is likely to tarnish the good will and reputation of the Organization.

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- 7.4. You shall be responsible for the safe keeping of the Organization's property including laptop, files and documents which may be in your custody, care or control and to keep them in good condition and order. In case of loss of any property of the Organization, such amount of loss as may be determined by the Organization to be attributable to non-performance of or negligence in the performance of your duties shall be recovered from you. On ceasing of your engagement, you shall promptly return all such property to the Organization without making or retaining any copies of documents, whether electronic or otherwise. You shall also exercise reasonable caution and care in utilizing the property or resources of any client.
- 7.5. You shall not act as an employee or representative of any client or its affiliates and shall not claim or exercise any right or seek any benefit available to employees or representatives of clients. You shall also not, at any time, act in a manner that may adversely affect the reputation or good standing of any client.
- 7.6. You shall notify the Organization in writing of your residential address (and also any subsequent changes), marital status or obtaining of additional qualification. Any notice sent to you at your last notified address shall be deemed to have been validly served on you.
- 7.7. You shall do and perform all work that is allied, ancillary, related or incidental to your main duties and responsibilities and such work as the Organization may consider to be within your competence depending on the exigencies of the situation.
- 7.8. In case you wish to pursue any educational or management course while you are employed with the Organization, you shall seek prior written permission of the Organization.
- 7.9. In case the Organization wishes to send you for training, either in-house or at any place in India or abroad, you may be required to give a written undertaking to serve the Organization for at least 6 months after the completion of the training. If you fail to honour such undertaking, you shall be liable to pay the cost of such training to the Organization.
- 7.10. You shall be in the full time employment of the Organization and as such shall not engage in any work, business or profession, directly or indirectly, whether for or without remuneration, without obtaining prior written permission of the Organization.
- 7.11. You shall not, during your employment with the Organization, undertake or engage in, directly or indirectly, any activity, whether for remuneration or otherwise, which, in the sole judgment of the Organization, is likely to adversely affect or hinder the proper, faithful and efficient performance of your duties and obligations to the Organization.
- 7.12. If you are a Chartered Accountant or a Company Secretary or any other Professional and are holding 'Certificate Of Practice', you shall need to surrender the same within 30 days from the DOJ.
- 7.13. By accepting this offer of employment, you declare that you have never been convicted or found guilty by a court of any offence in any country.
- 7.14. Non-adherence of the policies, procedures or guidelines of the Organization may result in disciplinary action against you in default. Depending on the gravity of the situation, the management may decide to initiate legal action against you.
- 7.15. We trust you will serve the Organization for at least a minimum period of three years. This is a moral obligation and we trust that you will fulfil this commitment.

8. Confidentiality, Intellectual Property and Data Security

- 8.1. You shall maintain in strict confidence and shall not, either during your employment with the Organization or thereafter, use for your own benefit or for the benefit of any third party, make copies or disclose to any third party, directly or indirectly, in any manner whatsoever, the confidential information disclosed to you or otherwise acquired by you during your employment with the Organization including:
- 8.1.1. any information, secrets, processes, methods, designs or other intellectual property belonging to or owned by the Organization;
- 8.1.2. any information concerning the business, affairs or activities of the Organization, its officers or employees including intangibles such as process knowledge, marketing strategy and relationships and financial information;
- 8.1.3. any information, secrets, processes, methods, designs relating to or belonging to any clients, and/or their businesses.
- 8.2. Obligation of confidentiality under paragraph 8.1. shall not apply if:
- 8.2.1. the disclosure is with the prior written consent of the Management.
- 8.2.2. the disclosure is required by law, a court or by any competent authority or tribunal which has the power to legally compel disclosure to disclose all or any part of such information; or
- 8.2.3. the use or disclosure is required for discharging your responsibilities to the Organization and the same is not in breach of the confidentiality obligations of the Organization with respect to the client.
- 8.3. Further, in cases where the Organization and/or you are under an obligation to keep confidential and not to disclose to any third party, the name of the prospect / client, the nature of the assignment and / or purpose of the engagement, you shall, on being notified of the confidential nature of the assignment, be subject to similar confidentiality obligations as the Organization is subject to and as such shall keep confidential and not disclose the name of such prospect / client or the nature of the assignment or the purpose of the engagement to any third party either during your employment or at any time thereafter.
- 8.4. Any inventions, discoveries, developments, suggestions, processes, concepts, reports or intellectual property designed, developed, conceived, created, discovered or made, or any improvement to them, through your expertise while in the employment of the Organization shall, at all times, be and shall remain the sole and exclusive property of the Organization and you shall, when required, execute such documents and writings as may be required by the Organization to evidence the same.
- 8.5. Without the prior written consent of the Organization, during the continuance of your employment, you shall not publish or cause to be published or contribute, directly or indirectly, any article or review to any newspaper, magazine or other publication whether for remuneration or otherwise on a subject in any way related to or concerning the Organization's business, services, products, strategies or policies.
- 8.6. You shall process any personal data of other employees or clients, associates or vendors of the Organization that you may have access to as part of the employment duties in accordance with the law and the policies of the Organization and in any case in such a way so as to ensure protection of the rights of the data subjects as to the confidentiality and integrity of their data.
- 8.7. You shall be required to sign such undertakings or declarations as may be required by the Organization in order to effectively secure your obligations under this clause.

9. Restrictive Covenants

9.1 During your employment with the Organization and for a period of one year following the cessation thereof, you shall not, directly or indirectly, solicit, induce or aid any of the employees, consultants, or other persons having a contractual or other relationship with the Organization to leave such employment, cease providing consulting services or terminate such contractual or other relationship with the Organization, as the case may be.

9.2. You shall not solicit or contact any client or prospective client of the Organization for a period of one year following the cessation of your employment

9.3. During your employment with the Organization and for a period of one year from cessation of your employment, you shall not seek employment or accept offer of employment/engagement from a client of the Organization without the prior written consent of the Organization.

'Client' means any client who has availed the Organization's services at any time during a period of 6 months prior to cessation of your employment and 'Prospective Client' shall mean any prospect which SKP has actively pursued at any time during 6 months prior to cessation of your employment.

10. Indemnity

You shall indemnify the Organization against all losses and damages actually suffered or incurred as a result of breach of points 8 and 9 of this offer letter.

11. Leave and Holidays

11.1. You shall be entitled to 21 days earned leave per financial year from the DOJ and public holidays in accordance to the Organization's policy.

12. Cessation of Engagement

12.1. With notice:

12.1.1. You may resign from your employment with the Organization (resignation):

- a. during Probation, by giving 15 days notice to the Organization or upon payment by you to the Organization of a sum equivalent to 15 days salary in lieu thereof, (or)
- b. anytime after confirmation by giving 45 days notice to the Organization or upon payment by you to the Organization of a sum equivalent to 45 days salary in lieu thereof.

12.1.2. The organization may terminate your employment, without being required to assign any reason therefor:

- a. during Probation by giving 15 days written notice or salary in lieu thereof (or)
- b. anytime after confirmation by giving 45 days written notice or salary in lieu thereof

12.1.3. Waiver of notice period in the event of termination of engagement by the employee is completely at the discretion of the Organization.

12.1.4. All notices required to be given by the Organization or by you may be served personally or through registered post.

12.1.5. If you tender your resignation after office timings/work hours, your notice period will start from the next day.

12.2. Without notice:

12.2.1. The Organization shall be entitled to terminate your engagement with immediate effect at anytime without providing any notice period or payment in lieu thereof, on the occurrence of any of the following events:

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- a. If you are negligent in performance of your duties and obligations towards the Organization or commit any act of misconduct or indiscipline including without limitation insubordination;
- b. If you remain absent from service without notice in writing or without sufficient reasons for seven days or more;
- c. If your conduct is prejudicial to the interests and reputation of the Organization or to the interests of the clients / customers of the Organization;
- d. If you are convicted by a court of law of any offence involving moral turpitude;
- e. If any action is initiated against you with respect to sexual harassment whether explicit or implicit;
- f. If you are in breach of any of the terms and conditions of your engagement with the Organization or the policies, rules and regulations framed by the Organization;
- g. If you damage, misuse or misappropriate the assets or property of the Organization;
- h. If you go on or abet a strike in contravention of any law for the time being in force;
- i. If any disciplinary action is initiated against you by the Institute of Chartered Accountants of India (ICAI) whether for violation of the Code of Conduct of the ICAI or for any other reason or if you cease to be a member of the ICAI for any reason.

12.2.2. The Organization and its Management shall be the sole judge of the occurrence of any of the events described in 12.2.1. above and the decision in that behalf shall be final and binding on you

12.3. If you shall at any time be prevented by ill-health or accident or be incapacitated by any physical or mental disability from performing and discharging your duties, obligations and responsibilities; you shall promptly inform the Organization, and provide it with such details as it may reasonably require, and if you shall be unable for the reason aforesaid to perform and discharge your duties, obligations and responsibilities for a continuous period of 90 days during your employment, the Organization shall be entitled at its absolute discretion to forthwith terminate your employment.

13. Retirement

13.1. Your date of birth as declared by you is 1 July 1997. You will automatically retire from the Organization on your attaining the age of 58 years unless your employment is terminated prior thereto as hereinabove provided. The actual date of retirement shall be the last working day of the calendar month in which your fifty-eighth birthday falls.



14. Miscellaneous

14.1. This offer letter setting out the terms and conditions of your employment with the Organization shall remain valid for 3 days from the date and time of issue.

14.2. This offer letter represents and sets out all of the terms and conditions of your employment with the Organization and cancels and supersedes any and all prior negotiations, discussions, understandings, arrangements or agreements, whether oral or in writing, on or in relation to your employment with the Organization.

14.3. This offer letter is addressed to you in duplicate. You are kindly requested, if you accept the offer of employment contained herein, to return the duplicate copy duly signed and dated by you, in testimony of the acceptance by you of the offer and all its terms contained herein.

14.4. Any delay or forbearance by the Organization in exercising any right to terminate this Agreement shall not constitute a waiver of such right.

Yours truly,

I accept the offer of employment and terms and conditions contained in this letter.

for **SKP Business Consulting LLP**

Full Name

Authorized Signatory

Signature

Date: __ / __ / __

Enclosure: Annexure 1, 2

SKP Business Consulting LLP

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Annexure I (Indicative draft CTC structure)

Name	Ashwini Bharat Gaiwad		
Designation	Associate		
Department	Domestic F&A		
Company	SKP Business Consulting LLP		
Location	Pune		
A. SALARY	Annual	Monthly	
Basic	93,750	7,813	
House Rent Allowance	46,875	3,906	
Medical Allowance	15,000	1,250	
Conveyance Allowance	12,000	1,000	
Other Allowance	8,624	719	
SUB TOTAL A	1,76,249	14,688	
B. OTHER BENEFITS			
Gratuity	4,509	376	
Employer's contribution of PF	11,251	938	
Employer's contribution of ESI	8,372	698	
SUB TOTAL B	24,132	2,012	
C. PERFORMANCE LINKED BONUS*	22,500	1,875	
D. TOTAL COST TO COMPANY (A+B+C)	2,22,881	18,575	
E. DEDUCTIONS			
Employee's contribution of PF	11,251	938	
Employee's contribution of ESI	3,084	257	
PT	2,500	200	
SUB TOTAL E	16,835	1,395	
F. NET TAKE HOME (BEFORE TAX)	1,81,914	15,168	

Notes:

- Over and above your total CTC during your employment with us, you will be covered under our Group Mediciam (GMC) Policy and Group Personal Accident (GPA) Policy for an insured sum of INR 200,000/- p.a. each. GMC and GPA coverage is subject to change based on the insurance policy in force.
- TDS on salaries deducted as per applicable IT slab.
- Gratuity is paid at the time of separation from the organization as per Payment of Gratuity Act.
- In case the Government of India revises the wage limit of coverable employees under respective statutes then your pay package will be redesigned / re-appropriated to accommodate the change or revision. However, the CTC will not be reduced but restricted to suit the change.
- Professional Tax deduction in the month of February is INR 300.
- In case you opt for bus facility (Pune location only) which shall be allocated as per availability of seats, relevant deduction shall apply.

***Performance linked bonus:**

- Standard payout will be at 12% of Total Fixed CTC (prorata from DOJ) for performance that meets required set expectations and shall be paid monthly.
- Exceptional performance shall be recognized and will be eligible for additional bonus payout at the end of the year along with annual appraisal.
- Continued non-performance/indiscipline in spite of feedback, shall result in suspension of the performance bonus for that month.

Annexure 2

(List of Documents to be provided)

1. Passport size photograph with white background (4 copies)
2. Self-attested photocopies of your educational certificates (SSC, HSC, Graduation, PG, Diploma, Other certificates)
3. Self-attested photocopy of your Indian passport
4. Self-attested photocopy of your PAN card or driving licence
5. Self-attested photocopies of Relieving and Experience letters obtained from all previous employers
6. Self-attested photocopies of last 3 payslips from previous employer
7. Documents (original and photocopy) required for ICICI salary account opening:

Identity Proof Document: (Any one of the following)

- a. Aadhar card
- b. Nationalised Bank pass book with photograph & account opening cheque of the same bank
- c. PAN card
- d. Driving licence
- e. Voters ID card

Address Proof Document: (Any one of the following)

- a. Aadhar card
- b. Electricity / Phone Bill (not older than 3 months)
- c. Nationalised Bank pass book with photograph & account opening cheque of the same bank
- d. Consumer gas connection card along with receipt for gas supply (not older than 3 months and hand written receipts will not be accepted)
- e. Driving licence
- f. UID card
8. In case you have a PF account with your previous organization, kindly submit your Universal Account Number (UAN)

Date: 10/08/18

TEJESH NARAYAN CHAVAN

Pune,

Dear Tejesh,

We are delighted to offer you appointment with Innovative Retail Concepts Pvt. Ltd.

Please find details of your offer:

Designation: BUSINESS DEVELOPMENT EXECUTIVE

Grade: "6B"

Location: "PUNE"

Date of joining: 10/08/18

Annual Total Compensation: Your annual total compensation will be ₹ 264,000/- P.A. Two lakh sixty four thousand rupees only, excluding indirect benefits.

In addition to above CTC, You are also eligible for Annual Variable pay of INR 60000 /- as per company variable pay guidelines

Please refer to **Annexure I** for detailed compensation break up.

Please note:

- As a prerequisite for employment, you must execute the Employment Agreement ("Agreement").
- This Agreement is subject to you clearing our background verification process.
- The details shared in this Agreement are strictly confidential and not to be disclosed to anyone.
- This Agreement may be terminated by either party as per the terms included in the Agreement.

You are requested to read and return a signed copy of the Agreement. Upon your signature below, the Agreement will become binding on both you and the Company.

For Innovative Retail Concepts Pvt. Ltd.

Vinod Sawane
Department Manager (IRCPL)



I have read, understood and agree to the terms and conditions as set forth in this employment agreement and the annexure to the same.

TEJESH NARAYAN CHAVAN

BUSINESS DEVELOPMENT EXECUTIVE

Signature- 



ORG Engitech Limited.

Date : 25-03-2019

Appointment Letter

Dear , Mr. Vikram Urade

We are pleased to offer you, the position of Sales Executive (Retail) with ORG ENGITECH LIMITED on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 18th April, 2019.

2. Job title

Your job title will be Sales Executive (Retail), and you will report to Mr. Yagnesh Patel.

3. Salary

Your salary will be 1.8 Lacs Annual CTC, and eligible for monthly incentive based on company terms.

4. Hours of Work

The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for proper discharge of your duties to the Company. The normal working hours are from 09:00AM to 06:00PM.

5. Leave/Holidays

The Company shall notify a list of declared holidays in the beginning of each year.

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. You may also transfer to another department or branch.

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 Your appointment can be terminated by the Company, without any reason, by giving you not less than 30 Days prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

8.2 You may terminate your employment with the Company, without any cause, by giving not less than 45 days prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date. And you can not join same industry with same nature of work within 3 years of termination.

8.3 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.

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. 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.

10. Acceptance of our offer

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



ORG Engitech Limited.

While joining please do not forget to bring following documents, certificates and testimonials in support of your qualification and work experience.

1. Two recent colored passport size photographs
2. One set of all educational certificates copy.
3. Copy of Experience / Reliving Certificate
4. Last salary slip / Bank Statement
5. Copy of identity proof with residence proof.
6. Copy of PAN CARD & ADHAR CARD.
7. Copy of resignation duly receipted by previous employer / clearance certificate.
8. Medical fitness certificate.

Congratulations on your appointment and welcome to **ORG ENGITECH LIMITED**. We look forward for years of fruitful cooperation and success. We wish you the best of luck for your new job.

Company Terms as below:

- a. Overtime is not considered.
- b. Bike, Smartphone is compulsory.
- c. Petrol expenses are acceptable with bill.

Note:

1. Within training period, if we find you not suitable for job, we will terminate your employment.
2. Incentive will applicable after training period.

Yours Sincerely
For, **ORG ENGITECH LTD**

I accept and agree the terms
Mr.

ORG ENGITECH LIMITED

HREXECUTIVE

Authorized Signatory

Survey No.1009/P,(Old-662/P)B/H Kashi Pack Care,Opp. Techflow, Village -Kubadthal,Ta:-
Daskroi,Ahmedabad-382430.Gujarat.India. M. : +91 9099932527, +91 9099903208
E-mail : info@orgengitech.com support@orgengitech.com Web : www.orgwater.com



ANNEXURE – I

Job Duties :

- Actively seeks out new sales opportunity through cold calling, networking and social media
- Set up meetings with potential clients and understands their needs
- Prepare and deliver appropriate presentation of products
- Participate on behalf of the company in exhibitions and conference
- Negotiate and close deals and provide all after sale support to client
- Gather customers feedback and share to internal teams and seniors
- Record sales and order information and report the same to sales department
- Provide feedback regarding future buying trends to their employers

Job Responsibilities :

- Greeting and directing customers to satisfy their needs
- Provide accurate information regarding product features, price, company details and after sales support
- Answer customer questions regarding specification of Products
- Treat customer as a consultant, not a sales person
- Need proper engagement with existing and prospects customers
- Should ensure collection of payment of Order dispatched

ORG ENGITECH LIMITED

HREXECUTIVE



Dyno Foods

Dyno Foods, Lane No.-2 Shiv Shambhoo Nager, Katraj - Kondhwa Road, Katraj Pune-43

29/04/2018

Dear

Mr. Suraj Dhaware,

Dyno Foods is excited to bring you on board as Marketing Intern .

We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated intern with Dyno Foods.

Dyno Foods is offering a Full time position for you as Marketing Intern reporting to Shital Patale (Area Manager) starting on 16/05/2018 at Katraj [As per Field]. Expected hours of work are 6 days of week and 9 hours of work.

In this position, Dyno Foods is offering to start you at a pay rate of 6000/- base stipend per Month. You will be paid on a monthly basis, starting 16th Date Of Month.

As part of your compensation, we're also offering Travelling/ Stay/Food Cost, If You Are Travelling for business Work Excluding Pune City And We Providing Fuel For Field Team Monthly 1000/- INR Only .

As an intern of Dyno Foods you will be eligible for Incentives As Per Company Rules, and Your Training Period Is three Month After Your training Period we Take Some People on pay role basis if you are Selected We let you know after Your internship program.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before 15/05/2017.

Welcome to the Dyno family!

Thanks,

Your Sincerely

Shital Patale

Manager , Dyno Foods.

Your Sincerely

Rahul Patil

Vice-President , Dyno Foods.

MBA 15/12-17 MBAI - 2019-20

Rotary Magic

Nitin Saraf Mob. no - 9404140512
rotarytable2015@gmail.com
Naydeop ave, Maraji nagar, Narhe, Pune



Appointment Letter

21/07/2019
Nitin Saraf
Owner
Rotary Magic
Narhe, Pune

Subject: Appointment Letter

Dear Krishna S. Paikrao,

I am pleased to inform you that you have been appointed for the role of Sales Executive. This is an official letter confirming your employment with Rotary magic starting on 01/08/2019.

Congratulations and welcome to our company.

Sincerely,



Nitin Saraf
Nitin Saraf

Manufacturer of Rotating display, Remote operated automatic curtain stand, Hydraulic lifting and Rotating Wedding special entry trolleys, Battery and wireless Remote controls operated trolleys and variety of items



MAA
15 12-19

Batch: 2019-21

MBA
(T)

Kotak Mahindra Bank

15-Nov-2019

KAJAL SHARAD BATHE
Maharashtra

CONTRACT FOR SPECIAL SERVICES

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank limited & **KAJAL SHARAD BATHE** and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered **KAJAL SHARAD BATHE** has agreed to accept and render services at the Bank's office or at such other location as Kotak Mahindra Bank Ltd. may inform. In the course of performance of your contract you may be required to oversee the performance of other or others.

1. This contract shall commence from **01-Nov-2019**, and shall be for a fixed period of **2 Years** commencing from this date. This Contract will terminate on **31-Oct-2021**, unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in Annexure A, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.
4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.
5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.
6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect or false.

Page 1

Kotak Mahindra Bank Ltd.
CIN: L65110MH1905PLC038137

Kotak Infinity, Building No. 21,
Zone-4, 2nd Floor, Infinity Park,
Off Western Express Highway,
General A K Vaidya Marg, Malad (East),
Mumbai, Maharashtra 400097, India.

T +91 22 66058825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/1322469

KBathe

7. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then you shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by and implement "The Corporate Policy manual on confidentiality and code of conduct" as approved by the Company and rules as made applicable from time to time.

9. You shall not at any time during the tenure of this contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by him/her in the course of service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law, or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

a) Trade on your own account by pledging the credit of the Company;

b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;

c) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, interalia, the Information Security Policy.

14. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Company.

15. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

16. Subject to the right of the Company to terminate this employment in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 Month's prior notice to the other.

17. If any term or provision of this contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

19. This contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This contract may be amended by a subsequent written agreement between you and the Company.

20. The contract will terminate by efflux of time on 31-Oct-2021. However, the Company will retain the option of extending the contract if it so desires on such terms as the Company deems fit.

21. On completion of your contract, you will hand over the charge to your immediate superior.

22. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.





Kotak Mahindra Bank

25. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Your's faithfully,

For Kotak Mahindra Bank Ltd _____

Anandias

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Kajal Bathe

KAJAL SHARAD BATHE

Kotak Mahindra Bank Ltd.

CIN: L66110MH1985PLC038137

Korfi Infnitl Building No. 21,
Zone 4, 2nd Floor, Infnity Park,
Off Western Express Highway,
General A K Vaidya Marg, Malad (East),
Mumbai, Maharashtra 400097, India.

T +91 22 66058825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1318764

Annexure A

Name	KAJAL SHARAD BATHE	
Role	Sales Executive	
With effect from	01 November 2019	
Grade	D0	
State - Location	Maharashtra	
Total Annual CTC Offered (INR)	1,60,900	
Components	Per Month	Per Annum
Basic Salary	9,204.00	1,10,448.00
House Rent Allowance	2,333.00	27,998.00
Bonus	767.00	9,200.00
Professional Allowance	-	-
Gross CTC	12,304.00	1,47,646.00
Contribution to Provident Fund		13,254.00
Total CTC	13,408.00	1,60,900.00
*Company contribution towards PF is 12% *Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.		
Prepared By : <i>Anushka</i> Date :		

Kotak Mahindra Bank Ltd.
CIN: I65110MH1985PLC038137

Kotak Infiniti, Building No. 21,
Zone 4, 2nd Floor, Infinity Park,
Off Western Express Highway,
General A K Vaidya Marg, Malad (East),
Mumbai, Maharashtra 400097, India.

T +91 22 66056825
F +91 22 67259071
www.kotak.com

Registered Office:
27 BKC, C 27, G Block,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051,
Maharashtra, India.

HR/2019/ 1322515

K Bathe

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Quick Report

Quick Report Software

Offer Letter

MBA
LT) 14.20

Date: 16/07/2019

Dear Chirag Badhe,

This is with reference to your application and subsequent interviews you had with us. We are pleased to appoint you as Sales Executive in our company with effect from July 16, 2019. The broad terms of your appointment are as under:

- Your grade shall be A.
- You will be initially located at Mukund Nagar, Pune office. However, you may be required to work at any other location for specific assignments and project deliveries.
- Your employment type shall be 'Contract' and your compensation package will comprise of following:
Contract Start Date: 16/07/2019
Contract End Date: 15/07/2020

Date From	To Date	Salary in Rupees	Remarks
16/07/2019	15/07/2020	16000 / Month	QRSL will retain 2000 INR per month as retention which will be returned to you after completion of one year.

(Your compensation will be reviewed at the end of your contract period and your salary may be adjusted, depending upon various factors, including your performance during the preceding performance period. Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive contracts and such compensation may be higher or lower than the compensation received for the previous contract depending on various factors, including the overall performance of the Company. Quick Report Software Pvt Ltd is not liable for any IT deductions and same is to be deposited and filed by employee himself.)

- You will be entitled for paid/unpaid leave as per company policy. You will be bound by the company's personnel policies and other rules and code of conduct which will also be communicated to you time to time in case any changes.
- You will not undertake any representation or employment in any form or kind for yourself or for any other company while in employment with Quick Report Software Pvt. Ltd.
- Considering the urgency of meeting the deadlines of specific assignments and other conditions prevailing at the time, you may be required to put in extra hours/days at work.

CTS No. 8/30, Final Plot No. 413/30, Flat No. 10, Ashray Apartment, Mukundnagar, Pune 411037.

Quick Report

A Job Offer Letter

- g) During your assignment, you will deal with some important and/or confidential information and/or material either of the company or a customer. It is understood that you will not part with this information to anyone at any point of time without written consent of the company.
- h) You will be responsible for the proper care of all hardware, software, assets and other valuables entrusted to you.
- i) Your continued appointment will be based on several factors which will be reviewed from time to time, including the accuracy and completeness of all the information mentioned in your application and the interviews you had with us, your flexibility in taking on assignments which are allotted to you after due discussion and your overall performance in the company.
- j) This appointment may be terminated by either side with a notice period of 60 days or pay in lieu of notice. The discretion to accept pay in lieu of the notice rests with the company and you will be bound by any such decision, which will be taken based on work exigencies and you therefore may be required to work through the notice period. The company also reserves right to recover the costs of any specific expenditure incurred, either on processing a visa/work permit or for any specific training given for any assignment and where you are unable, for any reason, to fulfil your part of the obligation either to travel or to complete the assignment.

We welcome you to Quick Report Software Private Limited and look forward to long and fruitful association with us.

Sincerely yours,


Dipali Patil
Executive - HR, Admin & Accounts



I Chirag Badhe have read and understood the appointment terms and would strictly abide to these always during my association with Quick Report Software Private Limited.


Chirag Badhe

CTS No. 8/30, Final Plot No. 411/30, Flat No. 10, Ashray Apartment, Mukundnagar, Pune 411037.

MCA
157

Corporate & Registered Office: 612/613, Palm Spring Centre
Mind Space, New Link Road, Malad (W), Mumbai: 400 064
Tel No.: +91-022-40549797, Fax No: 40549700
www.promptpersonnel.com



Date: 1/ Jun/18

To,

Rahul Subhash Zarkar,

Appointment Letter

Dear Rahul Subhash Zarkar,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you as "Access Executive" effective from 1/ Jun/18. The company however, reserves the right to change your designation and duties at any time at its discretion.

The appointment shall be subject to following terms and conditions:-

- a) Your Salary Structure shall be as per Annexure (A).

You will be placed at our client "TATA COMMUNICATIONS LTD.". Your employment is Co-Terminus to our Contract with "TATA COMMUNICATIONS LTD.". A Background Verification Check will be carried out within the first month from joining TATA COMMUNICATIONS LTD. Depending upon the result of the Background Verification Check your services with TATA COMMUNICATIONS LTD., will continue. If the Background Verification Check result is found "Negative", your services will be terminated with immediate effect TATA COMMUNICATIONS LTD, will pay the salary for the days you have worked with them, but no notice period will be offered.

The detailed job description shall be provided to you at the time of joining.

- b) Your employment may be terminated by the company either by giving 30 days of written notice or salary in lieu of notices without assigning any reason whatsoever. Similarly you may also terminate the service by giving One Month written notice or by depositing or adjusting your One Month salary in lieu of notice. You will be entitled for the 30 days leave in a year, Out of which 10 days will be considered as sick leave which Non-encashable. Leaves can be en-cashed at rates of basic pay within 1 Calendar year, without any carry forward. This leave should be prior approved leave by the Management. Medical leave will be granted on the basis of sufficient evidence and subject to approval of Management.

ANNEXURE 'A'

STATEMENT OF GROSS WAGES

NAME: Rahul Subhash Zarkar

DESIGNATION: Access Executive

SR. NO.	PARTICULARS	PER MONTH (Rs.)	Annually (Rs.)
1	Basic	10000	120000
2	House Rent Allowance	2000	24000
3	Conveyance	1600	19200
4	Medical Allowance	1250	15000
5	Bonus	833	9996
6	Other Allowance	8717	104604
	Gross Salary.....	24400	292800
	Employees Deductions		
1	PF	1200	14400
2	E.S.I.C	0	0
3	PT	200	2400
	Net Salary.....	23000	276000
	Employers Deductions		
1	PF	1315	15780
2	E.S.I.C	0	0
3	GPA-GHI	200	2400
	CTC.....	25915	310980



SUNLIGHT FIRE SOLUTIONS PVT.LTD

117/1, Office No.15, Spandan Residency, Popular Nagar, Opp. Mai Mangeshkar Hospital, Warje, Pune - 411 052.
T : +91 80554 05568 M : 99222 51827 E : info@sunlightfiresolutions.com / sunlightfiresolutions@gmail.com
W : www.sunlightfiresolutions.com 24 hrs helpline : 94225 21968.

Miss: Shruti Anil Bhuyar
Address: 19/8b Hingne Home Colony,
Karvenagar Pune-411052
Mob No- 7387771662

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(18-11)

MBA
(17) - 19-20

LETTER FOR OFFER OF APPOINTMENT

Dear Shruti Bhuyar,

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you employment in our organization, on the terms and conditions, mentioned in this letter for offer of appointment herein below:-

DEPARTMENT : HUMAN RESOURCES MANAGEMENT
DESIGNATION : HR HEAD
LOCATION : PUNE

COST TO COMPANY: YOUR COST TO COMPANY WILL BE RS. 156000 /- PER ANNUM. (ONE LAC FIFTY SIX THOUSAND RUPEES ONLY) AS PER THE BREAK UP ENCLOSED HEREWITH.

1. DATE OF JOINING / APPOINTMENT DATE

This appointment will commence from your date of joining which should not be later than **10th MAY 2019** provided that you indicate your acceptance to the same by signing and returning in duplicate a copy of this offer of APPOINTMENT to us immediately and in any case within Fifteen (15) days from the date of this Letter for Offer of Appointment.

Further in case, you have any objection to the terms and conditions of this letter, the same should be communicated to us within 15 days from the date of this letter and prior to your tendering us your acceptance to the same, failing which the entire terms and conditions as stipulated herein, shall be deemed to have been accepted by you without any demur. The date of joining as per our discussions & per our records shall be **10th MAY 2019**.

You should report for joining at our office in Pune on or before above date of joining along with copies of self-attested documents as mentioned below:-

- Signed Curriculum Vitae (CV).
- Copy of the Educational Certificate (10th & Highest Qualification).
- Work Experience Certificates (Previous employer).
- Four (4) passport size photographs.
- Copy of Address proof.
- Copy of PAN Card (Mandatory).
- NOTE :-**
- Submission of above Documents is mandatory and failure to submit any one or all of these documents may be termed as disqualification to the proposed appointment.



SUNLIGHT FIRE SOLUTIONS PVT LTD

117/1, Office No.15, Spandan Residency, Popular Nagar, Opp. Mai Mangeshkar Hospital, Wanjre, Pune - 411 052.
T : +91 80554 05568 M : 99222 51827 E : info@sunlightfiresolutions.com / sunlightfiresolutions@gmail.com
W : www.sunlightfiresolutions.com 24 hrs helpline : 94225 21968.

- ii) If you are not an Indian citizen, additional documents shall be mandatory in support of your candidature and eligibility, as per the prevailing law of India in this regard.
- iii) Please ignore, if you have submitted the above mentioned documents.

2. DESIGNATION

You shall be designated as **HR HEAD** Positioned at Pune. You shall be on probation for an initial period of 6 Months. The probation period may be extended or shortened at the discretion of the Management. A confirmation letter shall be issued to you after satisfactory completion of probation period, at the sole and obsolete discretion of the Management.

3. REMUNARETION

- a) Your Cost to the Company shall be Rs156000/- (ONE LAKH FIFTY SIX THOUSAND RUPEES ONLY) Per annum.
- b) Your salary and other benefits, if any, shall be subject to the deductions of all Government and local taxes, contribution(s), etc. as required to be made under the prevailing laws of India and shall be further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the company and all, other matters as governed by the Company's policy.

4. PLACE OF POSTING

- a) Presently, you shall be posted at our Office at Pune. Your place of work may change in case of any relocation of the Company's offices. You are further liable to be transferred to any part within the Country / Overseas as decided by the Management in the interest of the company.
- b) The Management may place/ transfer you temporarily / permanently in any unit / Department / Associate concern of the company in or out of India as it may consider necessary at its discretion from time to time.

5. CONDUCT & DISCIPLINE

- a) Official E-mail ID shall be communicated to you after joining. This will be a password-protected official e-mail ID. Any correspondence / information including letter / notice of confirmation, transfer, promotion, termination, resignation, policy matters, etc. received / sent through such e-mail ID by or to you shall be an acceptance from of communication. You are required to keep the password of such e-mail ID confidential. This E-mail ID must be regularly checked for any communication. This E-mail ID should be used exclusively used for authorized official purpose only. You shall exclusively be responsible for any unauthorized and unapproved usage of this e-mail id, you shall be bound by the information Security policy as update from time to time which is available at hrshruti@sunlightfiresolutions.com.
- b) You are expected to minimum high standards of Conduct and Excellence in all your assignments.
- c) You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
- d) You shall at all times comply with the Company's policies. Please check with us with regard to each of our policies.



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- e) As company personal, you are Full-time employee and will not undertake any other business, work or public office, honorary or remunerating post / assignment whether with or without consideration except with the written permission of the management in each case.
- f) You will be governed by the service Rules and Regulations, administrative order(s), any such other rules / orders of the company now in force and that may be in force from time to time.

6. SECRECY

- a) You will not divulge to any unauthorized person(s) other than company, not use for any purpose save for official purpose, during the period of your employment with us, or thereafter by word of mouth or otherwise, any information concerning the Company's (or its associate's) operations, plans, know-how etc. that you may come to have known as an employee of the company. Non-compliance of this clause shall subsist the termination of the employment.
- b) Any Work / Projects/ Assignments handled / Developed by you individually or as a group during your employment with the company, will be the exclusive property of the company and you will not have any rights on it, whatsoever. You shall execute all such documents as may be required from time to time to secure this right of the company.
- c) Violation in any manner of the above mentioned terms and conditions will be dealt under intellectual property law of India, as prevailing from time to time.

7. PRIVACY OF INFORMATION ON REMUNERATION

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any one inside or outside the organization.

8. NON-SOLICITATION

By accepting this letter you agree that during your employment with company and for a period of six (6) months and thereafter due to the exposure and access to substantial confidential or proprietary information pertaining to Company's business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the Company's interest in this regard, you will not, divulge with the prior written consent of the Company, directly or indirectly and agree to below:

- a) Attempt in any manner to solicit from (a) any current client / of the company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the Company, business of the type carried on, or proposed to carried on, by competing with those provided by the Company; or
- b) Attempt to persuade any person, firm or entity, which is a client / to cease doing business or to reduce the amount of business which any such client has customarily done.
- c) Employ, Solicit, incite canvass or attempt to employ or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the company at any time during the preceding six calendar months. Further, you shall not solicit, incite or in any other way encourage other employees of the company to terminate their respective contracts of employment with the Company; or
- d) Solicit, canvass or accept employment from any of Company's Clients or any person, firm or company which competes with the business of the company.



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9. GENERAL RULES

- a) You will intimate in writing to the Management any change of address within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.
- b) You will hand over the charge, the property and the material etc. of the company in your possession at the time of cessation of your employment with the company.
- c) You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provision of this letter for offer of appointment / agreement etc. and the courts at Pune will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

10. CESSATION OF SERVICE

- a) Before tendering resignation you are required to give 15 Days prior notice in writing to the company if such resignation is during your probation and 1 month prior notice in writing if such resignation is after confirmation or in the alternative you shall be liable to pay to the company salary in lieu thereof.
- b) The Management reserves the right to terminate your services as per the termination policy of the company in the event of nonperformance or misconduct which includes but is not limited to negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline, performance or any other indulgence of excess or any improperly in complying with the terms of this letter or any action detrimental to the interests of the company.
- c) You will automatically retire from the services of the company on attaining the superannuating age of 60 years.
- d) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you;
 - i) Return to work within eight days of the commencement of such absence, and
 - ii) Give an explanation to the satisfaction of the management regarding such absence.
- e) The management shall have the right to ask you to get yourself medically examined, vaccinated or inoculated by any registered medical practitioner at any time when the management feels it necessary. Your service will be liable to be terminated on being found physically or mentally unfit by a registered medical practitioner, nominated by the company.

This Appointment is based on the information supplied by you to us in your application / personal data from and otherwise, and will be considered null and void if a material error is discovered therein at any time, and your employment shall be terminated without any notice or salary in lieu thereof.

Please sign the duplicate copy of this Letter for offer of appointment and return the same in conformation of your acceptance of the appointment and all other terms and conditions as stated therein.



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Wish you all the Best and welcome you to our organization for long- standing relationship.

Sincerely,


For SUNLIGHT FIRE SOLUTIONS PVT LTD


ASHUTOSH DIXIT
Director



ACCEPTANCE OF THE EMPLOYEE

I hereby, agree to abide by the terms and conditions of this Letter for offer of Appointment and am aware that any lapse in my meeting the set performance standards / misconduct and any disciplinary issue would result in legal / disciplinary action against me / or employment termination. I agree to join on or before 10th May 2019


SIGNATURE OF THE EMPLOYEE



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COMPENSATION & ENTITLEMENT

Offer break-up to Miss. SHRUTI BHUYAR (HR) in Pune

DETAILS	AMOUNT PER MONTH (IN RS.)	AMOUNT PER ANNUM (IN RS.)
BASIC	5500/-	66000/-
SPECIAL ALLOWANCE	4500/-	54000/-
HRA ALLOWANCE	1000/-	12000/-
CONVEYANCE ALLOWANCE	1500/-	18000/-
CITY COMPANSATORY	500/-	6000/-
EPF (DEDUCTED)	1440/-	17280/-
ESIC(Deducted)	228/-	2736/-
PROFESSIONALTAX(Deducted)	200/-	2400/-
GROSS SALARY	11133/-	133596/-
COMPANY CTC	13000/-	156000/-

For SUNLIGHT FIRE SOLUTIONS PVT LTD


ASHUTOSH DIXIT
Director

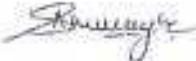


Note:

1 Your Salary is strictly confidential and you should not disclose it to anyone without prior permission of the company in writing

2 All tax in Applications arising as part of your salary structure shall be borne by you.

I hereby, agree to abide by the terms and conditions of this appointment Letter.


SIGNATURE OF THE EMPLOYEE
HR HEAD

Letter of Intent-Final Placement

Date: October 22 2018

Dear Pankaj Vinit Kadam,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows:

Position - Executive – Client Acquisition

CTC - 2,52,600/- LPA

Location –Pan India

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

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

Yours Sincerely



Purna Hajela
Senior Manager -Human Resources

Dear Mr. Pandurang

Greetings from IndiaMart!!

We are happy to inform you, following students have been selected from your campus.

Sr. No.	Candidate Name
1	DIPAK SAMBHAJI WAGHMARE
2	PANKAJ VINIT KADAM

Thanks and Regards
Campus Team - Human Resources
www.INDIAMART.com

Package - 3.0 LPA

Annexure A

Annexure A		
Name	Shankar Shantaram Katkar	
Designation	MST	
Location	Pune	
Department	Maintenance & Repair	
Grade	S1	
Particulars	Amount Monthly in INR	Amount Annual in INR
BASE COMPENSATION (A)		
Basic Salary	9,045	108,540
Flexi Allowance	9,286	111,432
Conveyance	1,000	12,000
Statutory Bonus	769	9,228
Total Fixed Earning	INR 20,100	INR 241,200
Retrials / Statutory Compliances (B)		
Gratuity	435	5,221
Employers Contribution to PF	1,085	13,025
ESI	955	11,457
Cost to Company (A+B+C)	INR 22,575	INR 270,903
Your Remuneration will consist of three parts: (A) salary component (fixed) as specified in the above table; (B) variable component and; (C) Statutory Compliance.		
(A) Fixed Earning (A) mentioned above includes Employee's Contribution to Provident Fund, Fixed component (i.e. hand salary post PF, Medical and TDS deduction (if applicable)).		
(B) Variable Component (Performance variable - This depends on the performance of the individual, its Pay-out mechanism is dependent on your performance against parameters set by your Management/Organization. To become eligible for variable Employee needs to be on the payroll of the company at the time of disbursement of the bonus / incentive amount).		
(C) Statutory Compliance: ** Provident Fund is a Statutory benefit given to the employee as per the PF scheme 1952. Employee contributes 12% of his /her basic salary to PF account and the same share of percentage (12%) is contributed by employer in the Employee PF account. ** Gratuity will be governed by the Payment of Gratuity Act, 1972 (4.83% of employers basic salary).		
All Statutory contributions / Deductions will be made and deposited with the relevant authorities as per the statutory requirements. All applicable tax liability will be borne by the employee as per relevant statutory tax rules.		

ESIC according to rules and regulations stipulated in the ESI Act 1948

Any official travel will be reimbursed

This is an information statement only that does not create a contract or any legal rights. Your compensation and the various constituents are governed by the terms of Star Dental Centre Pvt. Ltd. compensation plans and programs, which may be changed or withdrawn at the sole discretion of Star dental, based on company policy and applicable law. If you believe the data shown above is inaccurate, please notify your Supervisor or HRBP immediately. This statement contains personal information, please handle appropriately.

Signature :

Date :

Letter of Intent-Final Placement**Date: October 22 2018**

Dear Dipak Sambhaji Waghmare,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd. as follows:

Position - Executive – Client Acquisition**CTC - 2,52,600/- LPA****Location –Pan India**

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

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

Yours Sincerely

Prema Hajela
Senior Manager -Human Resources

Dipak S. Waghmare

25/10/2018



Documents required for issuing the offer letter

We request you to send the below listed documents at vidhi.gupta@indiamart.com as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card (Please apply if you do not possess one and share acknowledgement with us)
2. Aadhar Card (Please apply if you do not possess one and share acknowledgement with us)
3. Valid Driving License and 2-Wheeler RC
4. 10th Marksheet
5. 12th Marksheet
6. All semester wise marksheet for Graduation (in case of any backlog, please share all marksheets)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institute or Provisional Degree

Should you have any queries, please feel free to contact Ms. Vidhi Gupta @ 7290045285.

I accept the terms conditions of this offer.



(Candidate's Signature)

Name and Date

Dipak S. Waghmare

25/10/2018



ANAROCK Property Consultants Private Limited
 (Formerly Jones Lang LaSalle Residential Pvt Ltd)
 CIN No.: U7D100MH2011PTC219140
 Registered Office: 1002, 10th Floor, B Wing, ONE BKC,
 Bandra Kurla Complex, Bandra East, Mumbai 400 051
 Tel: +91 22 4293 4293
 Website: www.anarock.com

5th March 2019

To,

Dattatray Hanumant Bondar
 Pune

RE: APPOINTMENT as Associate – Broker Network, Pune

Dear Dattatray,

We are pleased to offer you an appointment with ANAROCK Property Consultants Pvt.Ltd, on the terms and conditions as per attached and as follows:

1. Position

You will be appointed as **Associate – Broker Network, Pune**. You will have a direct reporting to **Senior Manager - Product, ANAROCK Property Consultants Pvt Ltd**.

Although you have been selected initially for the **Broker Network Department**, your services may be utilised by the Firm in any other department, according to the needs of the business.

The Firm, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

2. Date of Commencement

Your date of commencement is **11th March 2019** or earlier as agreed. You will initially base yourself out of the ANAROCK Property Consultants Pvt.Ltd office in Pune. You will be required to travel/relocate from time to time within India and Asia Pacific countries, as business requires.

3. Remuneration

A. You will be entitled to a base salary of **INR 3,00,000 (Indian Rupees Three Lakh Only)** per annum. You will be responsible for payment of your personal income tax as per all applicable Indian tax laws.

Firm's policy on remuneration reviews is that they are conducted annually and are discretionary. You will be paid monthly on or around the last working day of each month or as determined, for the period covering the first day to the last day of each month.

The Firm will be entitled, at any time during your employment, or in the event of termination, however arising, to deduct from your salary any monies due to the firm, including, but not limited to loans or advances, and any excess holiday pay.

B. Revenue Based Variable Incentive

Your variable part (incentive) of salary will be governed by a commission scheme for Residential Services Business Line for the period under review as applicable to your level as per the commission policy of the year. Please refer to the Firm's policy on Transaction Commission Scheme Residential Services.

The Firm will be entitled, at any time during your employment, or in the event of termination, however arising, to deduct from your salary any monies due to the firm, including, but not limited to loans or advances, and any excess holiday pay.

4. Medical Benefits

You will be covered under "Group Accident" and "Medical Insurance" as per the firm's policies.

5. Mobile Phone

You will be reimbursed mobile expenses as per the mobile policy of the company. The firm as a policy does not provide handsets to its employees.

6. Probation

You will be on probation for a period of **Six (6) months** and subject to your performance during this period, the firm, at its sole discretion, will either confirm you, or take a decision to release you from the services. The decision at the end of probation period will be communicated to you in writing. In case nothing is communicated in writing by the Firm at the end of probation period, your probation period shall be deemed to be extended. This appointment is subject to one month's notice in writing by either party during the period of probation. The firm reserves the right to terminate your services during the probation period by giving you a notice of one month or salary in lieu of one month.

7. Hours of Work

Your normal hours of work will be from 9:30 a.m. to 6:30 p.m. from Monday to Friday. Due to exigencies of work, you may be required to work beyond normal hours for which you will not be paid any overtime.

8. Annual Leave and Holidays

You will be entitled for accrual of One Casual/Sick leave every month you work. Additionally, you will be entitled for Fifteen Privilege Leaves for the calendar year to be accrued on pro-rata basis. You are encouraged to refer to Leave Policy for more details.

You will be entitled to holidays as declared by the firm every year and the same will be displayed on CRM for reference.

9. Termination of Employment

This appointment is subject to **2 month** notice in writing by either party subject to the following additional obligations where termination takes place in the following:

9 (i) Termination of employment by you

You are required to provide us with a minimum of **2 month** notice if you decide to terminate your employment with us. In the event that you:

- fail to provide a minimum of 2-month notice; or
- fail to work through that 2-month notice period and co-operate in an orderly handover of your work, you shall forfeit the equivalent pay in notice.
- A minimum of one-week notice has to be served by you if the termination of employment is initiated by you during the probation period and you shall forfeit the equivalent pay in lieu of remaining notice period fail to serve by you.

If having agreed to provide this period of notice when terminating your employment, you nonetheless fail to give or work that period of notice, then you shall forfeit the equivalent pay in lieu of notice.

9 (ii) Termination of your employment by the firm

Firm retains its right to summarily dismiss an employee without pay in the appropriate circumstances such as when you have been considered guilty of misconduct or fraudulence.

For a period, equivalent to notice period, the Firm may, in circumstances in which it reasonably believes that you are guilty of misconduct or in breach of your employment terms in order that the circumstances giving rise to that belief may be investigated, suspend you from the performance of your duties or exclude you from any premises of the Firm and need not give any reason for so doing. Remuneration will not cease to be payable by reason only of such suspension or exclusion.

10. Restrictions after termination

You covenant with us that you will not at any time in any Capacity in any Restraint Area during the Restraint Period:

- (i) Induce or attempt to induce any of the employees of ANAROCK Property Consultants Pvt.Ltd to terminate their agreements or contracts with ANAROCK Property Consultants Pvt.Ltd;
- (ii) Solicit or attempt to solicit the business or customer of any client of ANAROCK Property Consultants Pvt.Ltd (excluding persons who become clients of ANAROCK Property Consultants Pvt.Ltd after the date of termination of your employment), or any person who during the twelve months preceding termination of your employment with ANAROCK Property Consultants Pvt.Ltd was a client of ANAROCK Property Consultants Pvt.Ltd
- (iii) Solicit or attempt to solicit the business or customer of any person whose business or customer ANAROCK Property Consultants Pvt.Ltd was, to your knowledge, cultivating at the time of termination of your employment with ANAROCK Property Consultants Pvt.Ltd

You separately enter into each of the covenants resulting from the combination of each separate Capacity in clause 'a' and with each separate Restraint Period with ANAROCK Property Consultants Pvt.Ltd.

Each of those covenants constitutes a separate covenant given by you. If any one or more of those separate covenants is or becomes invalid or unenforceable for any reason, that invalidity or unenforceability will not affect the validity or enforceability of any of the other separate covenants which remain binding on you.

You acknowledge that these obligations are:

- (a) fair and reasonable in regard to the subject matter, area and duration;
- (b) reasonably required by ANAROCK Property Consultants Pvt.Ltd to protect its business and goodwill and financial interests;
- (c) given voluntarily and without any coercion or pressure.

If any provision is void, voidable by each party, unenforceable or illegal it must be read down so as to be valid and enforceable or, if it cannot be read down, the provision (or where possible, the offending words) must be severed from this obligation without affecting the validity or enforceability of the remaining provisions (or parts of those provisions) of this obligations which must continue in full force and effect.

The obligations set out above are made in favor of ANAROCK Property Consultants Pvt.Ltd and may be enforced by it by injunction proceedings without prejudice to any other rights or remedies which it may have.

11. Definitions

(i) "Capacity" means any capacity whatever including (without limitation) as a shareholder, director, sole trader, Partner, joint venture, consultant, agent, employee or adviser;

(ii) "Restraint Area" means any territorial jurisdiction of India.

Reliance SMSL Limited

Ref No. HR/FEB/19/K2/50272215/1000759649

MCSH
(11) 18-13

Date: 17.02.2019

Sunit Rodrics

Offer-cum-Appointment Letter

Dear Sunit,

This is with reference to your application and subsequent Test and Interviews you had with us. We are pleased to offer you an appointment as **Sales Associate** in the employment of the company subject to your joining on or before **18.02.2019**. The offer shall automatically lapse if you do not join. This appointment is subject to you being found medically fit at the time of joining and continued fitness during the period of employment. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **Sales Associate** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 195000/- per annum** as below:

	Rs. per month
Basic	8125
HRA	6525
Conveyance Allowance	1600
Monthly Gross	16250
Annual Gross	195000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining. Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,
For Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:
Encl: Terms and Conditions of Employment - Annexure - I

Reliance SMSL Limited

Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the determination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, InfoSec Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. You will initially be on probation for a period of Six months, extendible or reducible at the discretion of the Company. During probation, your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof. After confirmation, your services are liable to be terminated any time by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. The company at its discretion can waive notice period upon resignation and will not be required to pay notice pay in lieu thereof for early relieving.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior's or any other person duly authorized in that behalf at the place of your posting.
12. Your employment is purely on exclusive basis and you will not take up any independent or individual assignments without the express written consent of your superiors. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)

CIN: U74999MH2007PLC167704

Registered Office: 3rd Floor, Court House, Lokmanya Tikai Mang, Dhobi Talao, Mumbai-400 002, India. Phone: +91 22 67673800

Reliance SMSL Limited

14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a service tenure or payment of the liquidated damages in lieu thereof.
16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall be subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

ACKNOWLEDGEMENT (For pages 1 to 3)

I have read contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : _____
Signature : _____
Date : _____



SoftMate Systems LLP

"Smart Solutions From Smarter Minds"

INTERNSHIP LETTER

Dear Ms. Revati Bagade

Welcome to Softmate Systems LLP.

I am pleased to offer you an internship with *Softmate Systems LLP*.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as **Marketing Intern** will commence on 1st May 2018.

As an Intern member you will be not entitled to any remuneration. You will be on an internship period of six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at *Softmate Systems* is dependent on your successful completion of the internship period. Till that period stipend will be provided on monthly basis.

Leave and other company policies are available as per company's terms & conditions.

You're below signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining *Softmate Systems LLP* on 2nd May 2018.

I am looking forward to working with you.

Sincerely,

Miss. Shaila Kedar

Director

Softmate Systems LLP





SoftMate Systems LLP

"Smart Solutions From Smarter Minds"

Annexure A

Terms & Conditions

- The Terms & Conditions will be for period of 6 months mandatory depending upon mutual understanding between Company and Intern (referred to as software developer)
- The intern must intimate to the company for taking leaves at least 1 day ahead in electronic way.
- The intern can continue with service with permission from Company Management.
- In case of accidental death or natural death, this will not be applicable to both.
- If any illegal activity is found in piracy of any other, then company hold all the right to take legal action.
- No intern is allowed to rag other in form of work, Caste, Sexual harassment or any other.
- If any intern does not follow, according to Companies policies, then company hold all right to take legal action.
- Company holds all the right to change policy from time to time.
- All IPR regarding policy applicable to intern .Company possess all authority regarding IPR ownership.
- Intern must maintain discipline of company and boost morale of team.

Internship For

Ms. Revati Bagade

Agreed and accepted

(iii) "Restraint Period" means 12 months commencing from the date of termination of your employment or any Lesser amount considered appropriate by an appropriate court.

12. Undertaking / Code of Conduct / Code of Business Ethics

All aspects of the Firm's business as well as clients are to be treated as strictly private and confidential. Accordingly, all staff is required to sign and return the attached "Undertaking to Employer". Likewise the Firm has an internal Code of Conduct and Code of Business Ethics, a copy of which can be found on Delphi and again you are requested to sign.

13. Firm Property

In order to perform your duties on behalf of ANAROCK Property Consultants Pvt.Ltd, you may be supplied with property and information, which belongs to the Firm.

On termination of your employment, you will immediately return all property and information properly belonging to the Firm, which was supplied to you.

14. Confidentiality Undertaking

You shall at all times treat as and keep confidential all information that is the property of ANAROCK Property Consultants Pvt.Ltd that has not lawfully entered the public domain, which includes but is not limited to the names and other information contained within the ANAROCK Property Consultants Pvt.Ltd Database (as defined below), which you may become aware of during the course of your employment;

You shall not use or divulge any of the information referred to above either during the period of employment or after employment ceases, other than:

- in the ordinary course of your employment;
- with the ANAROCK Property Consultants Pvt.Ltd prior written consent;
- for the purpose of obtaining legal or financial advice; or
- where ordered to disclose by a Court, Commission, or Tribunal or mediation conference in any jurisdiction.

In this clause "Database" includes but is not limited to:

- names, addresses and phone numbers of sellers, buyers and prospective sellers and buyers or the names addresses and phone numbers of any property owner on whose behalf a property is managed by ANAROCK Property Consultants Pvt.Ltd
- financial information
- budgets
- ANAROCK Property Consultants Pvt.Ltd contract information

Your appointment is subject to the enclosed undertaking regarding confidential information and occupations in conflict with the Firm's interest and you are required to sign the attached Confidentiality Undertaking prior to commencement.

15. Firm Policies

It is an essential condition of your employment that you must comply with all existing, reviewed and new Firm policies and procedures. Any breach of Firm policies or procedures may lead to disciplinary action.

16. IT Policy

The Firm has an IT Policy, which covers the acceptable use of these systems, which you may be required to access at some stage in the course of your employment with ANAROCK Property Consultants Pvt.Ltd. You are required to sign the Acceptance page at the end of the Internet / E-mail Acceptable Use Policy as part of your conditions of employment.

17. Sexual Harassment

It is ANAROCK Property Consultants Pvt.Ltd policy to prohibit in our workplace any conduct, which constitutes sexual harassment. The Firm has a policy on sexual harassment. It guarantees to deal with allegations of harassment seriously, promptly and in confidence and undertakes to protect from victimization of those employees who complain about sexual harassment.

18. Severance

If any provision of this contract of employment is declared or determined to be illegal or invalid by final determination of any court or tribunal of competent jurisdiction, the validity of the remaining parts, terms or provisions of this contract shall not be affected, and the illegal or invalid part, term or provision shall be deemed not to be part of this contract.

19. General

- a) You will be required to apply yourself wholly to the Firm's business and no work is to be undertaken in a private capacity which conflicts with that of the Firm's.
- b) In the event of any disagreement over the interpretation of the above, the decision of the directors will be final.

20. Background Verification

Validity of this offer is subject to positive clearance of the Background Verification Process carried out by ANAROCK Property Consultants Pvt.Ltd and/or the Client.

If the terms and conditions in this contract are acceptable to you, please sign and return this contract to us. On behalf of ANAROCK Property Consultants Pvt.Ltd, congratulations on your new role.

Yours sincerely,



Sukhdeep Aurora
Chief People officer – Anarock Group

I, Dattatray Hanumant Bondar, accept the above terms and conditions of employment with ANAROCK Property Consultants Pvt Ltd.

Signature..... Date

Name Dattatray Hanumant Bondar
Designation Associate - Broker Network
Department Residential Sales
Location Pune
Reporting to Bharat Lodha
Effective Date 11-Mar-2019

Base Salary Per Annum 300,000

Components	Per Month	Taxable P. A	Tax Free P.A	Total
Basic	10,400	124,800		124,800
Special Allowance	5,618	67,420		67,420
HRA*	5,200		62,400	62,400
LTA*	1,667		20,000	20,000
Statutory Bonus	867	10,404		10,404
Gross Salary	23,752	202,624	82,400	285,024
Provident Fund**	1,248		14,976	14,976
Base Salary	25,000	202,624	97,376	300,000

* On production of bills and as per the provisions of the Income Tax Act 1961.

** Employer's contribution to PF.

Note: All figures mentioned in the document are in INR (Indian Rupees)