



Since 1994

**Marathwada Mitra Mandal's**  
**INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING**  
**(IMERT), Pune**  
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,  
Pune – 411052



## 5.2.1

# Percentage of Placement of Outgoing Students and Students Progressing to Higher Education During the Year 2018-19

*eSign*

Signed by: Shubhangee  
Ramaswamy  
Reason: Official Document  
Location: Pune, India  
Date: 26-Jul-2024 (03:09  
PM)



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**Pune – 411052**



Sr. No.	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	Rokade Shibali Rajendra	MM'S IMERT	2019	Rocket Software Pvt Ltd- 2040111102	480375
2	Maslekar Swapneel Santosh	MM'S IMERT	2019	Hostin Services Pvt Ltd- 02066080101	455270
3	Mundhe Ranjeet Chintamani	MM'S IMERT	2019	Wisteria Real Vision Pvt Ltd- 8605410731	426000
4	Parihar Rajesh Mohanlal	MM'S IMERT	2019	Ceasefire Industries Pvt Ltd- 2026052766	401640
5	Thakur Rishabh Manoj	MM'S IMERT	2019	Ceasefire Industries Pvt Ltd.- 2026052766	401640
6	Gongale Rushabh Fulchand	MM'S IMERT	2019	Ceasefire Industries Pvt Ltd.- 2026052766	401640
7	Gargote Saurabh Jayaram	MM'S IMERT	2019	AXIS BANK Limited- 1860500555	389604
8	Deshmukh Neha Pradeepkumar	MM'S IMERT	2019	AXIS BANK Limited- 1860500555	389604
9	Shelar Neha Atul	MM'S IMERT	2019	AXIS BANK Limited- 1860500555	389604
10	Kshirsagar Snehal Anantrao	MM'S IMERT	2019	AXIS BANK Limited- 1860500555	389604
11	Kad Madhu Suresh	MM'S IMERT	2019	Altum Credo Home Finance Pvt. Ltd- 2027293153	375024
12	Zad Akshay Amar	MM'S IMERT	2019	Secruenow Insurance Broker Pvt Ltd - 2027293153	360000
13	Joshi Mansi Ramchandra	MM'S IMERT	2019	Kalyani Technoforge Ltd- 2066215000	350036
14	Hajare Shubham Pramod	MM'S IMERT	2019	Altum Credo Home Finance Pvt. Ltd- 2027293153	350016
15	Kasbe Shailesh Ramesh	MM'S IMERT	2019	Altum Credo Home Finance Pvt. Ltd- 2027293153	350016
16	Masutage Pranit Pramod	MM'S IMERT	2019	Altum Credo Home Finance Pvt. Ltd- 2027293153	350016
17	Nathwani Smruti Manish	MM'S IMERT	2019	Altum Credo Home Finance Pvt. Ltd- 2027293153	350016
18	Tambe Priyanka Rajkumar	MM'S IMERT	2019	Altum Credo Home Finance Pvt. Ltd- 2027293153	350016
19	Sarita Warak	MM'S IMERT	2019	Altum Credo Home Finance Pvt. Ltd- 2027293153	350000
20	Shreejay Indulkar	MM'S IMERT	2019	Wisteria Real Vision Pvt. Ltd- 8605410731	329388
21	Patil Monali Kamalakar	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
22	Mandvekar Shruti Mahesh	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676

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Sr. No.	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
23	Wankhade Radha Murlidhar	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
24	Nathe Suvidha Ravindra	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
25	Pawar Leena Santoshbhai	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
26	Raut Harsha Ananda	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
27	Ladkat Vaishnavi Deepak	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
28	Swami Vijaykumar Mahaling	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
29	Dhage Prachi Yogesh	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
30	Nigade Prajakta Sanjay	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
31	Shaikh Hina Shafik	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
32	Shinde Rameshwar Lahu	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
33	Pawar Dipali Ravindra	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
34	Mhalunge Rajashree Baban	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
35	Pawar Sanket Jayshing	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
36	Karale Minal Ashok	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
37	Pangarkar Ritu Raju	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	326676
38	Wankhede Krishna Ansiram	MM'S IMERT	2019	HDFC Bank Ltd- 9426792001	315000
39	Khodke Jayashree Shree	MM'S IMERT	2019	HDFC Bank Ltd- 9426792001	315000
40	Komal Hazare	MM'S IMERT	2019	HDFC Bank Ltd- 7030938506	315000
41	Sardesai Omkar Hemant	MM'S IMERT	2019	HDFC Bank Ltd- 7030938506	315000
42	Dange Samruddhi Suresh	MM'S IMERT	2019	Emagine People Solutions Pvt.Ltd.- 7947435726	300000
43	Rajeshirke Rutuja Surendra	MM'S IMERT	2019	Emagine People Solutions Pvt.Ltd.- 7947435726	300000
44	Shaikh Arshia Iqbal	MM'S IMERT	2019	Emagine People Solutions Pvt.Ltd.- 7947435726	300000
45	Bibave Shivani Jaywant	MM'S IMERT	2019	Moneyworks Pvt Ltd- 2067258333	300000

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Sr. No.	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
46	Pimpalgaonkar Soham Harish	MM'S IMERT	2019	Moneyworks Pvt Ltd- 2067258333	300000
47	Kalore Kesharao Gajanan	MM'S IMERT	2019	Moneyworks Pvt Ltd- 1860120777	300000
48	Yerne Vikas Motiram	MM'S IMERT	2019	Just Dial Ltd-9676951907	290500
49	Barapatre Akshay Vasant	MM'S IMERT	2019	Futurism Technologies Inc- 2067120700	280800
50	Solanki Mohit Ashok	MM'S IMERT	2019	Northern Trust Corporation- 9503009988	265198
51	Panchal Mrudula Moreshwar	MM'S IMERT	2019	Gallagher Service Center Llp- 2066251900	260368
52	Sali Shrutika Vikas	MM'S IMERT	2019	Caliber outsourcing services Pvt Ltd- 01146529404	240000
53	Shinde Tanmayee Rajendra	MM'S IMERT	2019	Amit Enterprises Housing Ltd- 8888861909	240000
54	Borikar Parag Sunil	MM'S IMERT	2019	Amit Enterprises Housing Ltd- 8888861909	240000
55	Gadhe Akshay Ramdas	MM'S IMERT	2019	Amit Enterprises Housing Ltd- 8888861909	240000
56	Gore Abhishek Mohan	MM'S IMERT	2019	Amit Enterprises Housing Ltd- 8888861909	240000
57	Kapare Pooja Hanumant	MM'S IMERT	2019	Gallagher Service Center Llp- 2066251900	228260
58	Dabare Nilesh Devidas	MM'S IMERT	2019	Talkd Pvt Ltd-9823180612	220536
59	Sahal Mayur Anil	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
60	Chopda Vaishnavi Mukesh	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
61	Shinde Vaibhav Shankarrao	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
62	Chaudhari Akshay Bharat	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
63	Kamble Prashant Namdeo	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
64	Mule Ajay Shivaji	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
65	Mallick Soubhagya Niranjan	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
66	Gaikwad Megha Mahadev	MM'S IMERT	2019	ICICI Prudential Life Insurance Company Ltd- 9657575477	220000
67	Kadam Tejaswini Harishchandra	MM'S IMERT	2019	Finrise Solutions Pvt Ltd- 9689661058	192000
68	Akshay Lawar	MM'S IMERT	2019	Prajix Infotech Pvt Ltd- 8149960960	186000

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Sr. No.	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
69	Aher Yash Mohan	MM'S IMERT	2019	IBN Technologies Ltd- 8380087498	180000
70	Sunil Aute	MM'S IMERT	2019	Armoks Digital Pvt Ltd - 020 6768 0404	180000
71	Gadikar Shivraj Trymbak	MM'S IMERT	2019	Statestreet Syntel Ser Pvt Ltd.- 7947125818	165000
72	Damse Sagar Bhagwan	MM'S IMERT	2019	Tata Motors & Automotive Limited- 2066131111	142380
73	Supekar Aniket Vinod	MM'S IMERT	2019	Iconic Infinite Fashion Pvt Ltd- 2027293153	Salary Not Mentioned In Offer Letter
74	Zurmure Shubham Arun	MM'S IMERT	2019	Futurism Technologies Inc- 2067120700	Salary Not Mentioned In Offer Letter
75	Thakare Shubham Subhash	MM'S IMERT	2019	Sunyash Multi Trading Pvt. Ltd- 9503009988	Salary Not Mentioned In Offer Letter
76	Wankhede Girish Shyam	MM'S IMERT	2019	Sunyash Multi Trading Pvt. Ltd- 9503009988	Salary Not Mentioned In Offer Letter
77	Roundhal Akshay Pandurang	MM'S IMERT	2019	Sunyash Multi Trading Pvt. Ltd- 9272103603	Salary Not Mentioned In Offer Letter
78	Tulve Prerana Sadashiv	MM'S IMERT	2019	Process Masters Equipment I Pvt Ltd- 2027488628	Salary Not Mentioned In Offer Letter
79	Chetan Sunil Kharche	MM'S IMERT	2019	Au Small Finance Bank - 1800 1200 1200	Salary Not Mentioned In Offer Letter
80	Deepa Yadav	MM'S IMERT	2019	Secruenow Insurance Broker Pvt Ltd - 2027293153	360000
81	Manjusha Telang	MM'S IMERT	2019	ICICI Bank Ltd-1860120777	302676
82	Prabuddha Bhosle	MM'S IMERT	2019	Talkd Pvt Ltd-9823180612	210000
83	Shantanu Tanaji Shivankar	MM'S IMERT	2019	AXIS BANK Limited- 1860500555	194448

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Sr. No.	Name of student who enrolled for higher education	Program graduated from	Year of graduation	Name of institution joined	Name of program admitted to
84	Nadkar Parth Rajesh	MM'S IMERT	2019	MM'S IMERT	Additional Specialization
85	Dhuri Prashant Bharat	MM'S IMERT	2019	MM'S IMERT	Additional Specialization

Prepared By : Mr. Dyaneshwar Unawane

Reviewed By : Dr. Vinod Mohite

Approved By- Director Incharge : Dr. Shubhangee Ramaswamy

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Rocket Software Development  
India Private Limited  
Floor 3, Tower D, Tech Park One  
Airport Road, Yerawada  
Pune, Maharashtra 411006  
+91 020 40111102  
CIN: U72200KA2017FTC102998

1

S2

**Private & Confidential**

Nov 2, 2019

Shibali Rokde

El HOMES Flat no.401

S No 8/1C New Baner Sus Smart City road

Baner, Pune, Maharashtra Pune 411045

**Employment Terms**

Dear Shibali Rokade,

Rocket Software Development India Private Limited ("Rocket" or the "Company") is pleased to inform you that you are hereby offered the position of: Associate Accounts Receivable Specialist, Job level S2.

You will work in our office in IND Pune, on the following terms:

**1. Compensation**

**1.1 Annual Salary**

Your total remuneration will be: ₹480375.00 per year ("Salary"). The payment of any amounts by the Company will be subject to deduction of tax at source and other statutory withholdings may be applicable. The detailed break-up of salary is provided in Annexure A hereto. You will also be eligible for the Company's standard benefit program as applicable. The Company shall also reimburse you for any reasonable, documented out-of-pocket business expenses (i.e. business travel and entertainment expenses) incurred by you for the purpose of and in connection with the performance of the duties and responsibilities pursuant to this letter. You shall, however, only be entitled to such reimbursement upon your presentation to the Company of receipts or other statements itemizing and documenting such expenses in reasonable detail and to the satisfaction of the Company and being consistent with the Company's policies.

1.2 Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any future changes made therein should be treated as personal and confidential.

**1.3 Rocket Corporate Bonus**

You are eligible to participate in the Rocket Corporate Bonus ("RCB") as set forth in Annexure A. The RCB is an annual bonus program and an important part of your compensation. The RCB is designed to drive "One Rocket" alignment and reward individual achievement. Further details of the program and the plan document will be made available to you upon joining Rocket. Applicable payment will be made in the March payroll each year.

Please note: Rocket reserves the right, in its sole discretions, to amend, change, suspend or terminate the Rocket Corporate Bonus program at any time.



1.4 Benefits

You will, by default be enrolled in Rocket's Group Medical, Life and Accident Insurance Policies, unless you choose to opt out. All benefits as outlined herein and in Rocket policies are subject to change at the Company's discretion. In addition, you will be eligible for statutory retirement benefit program offerings as mentioned in Annexure A

2. Annual Leave

You will be entitled to earned-leave during your course of employment with the Company as per company policy, which may be updated from time-to-time. Such leave will be at a minimum in compliance with local applicable laws.

3. Probationary Period

The standard probationary period of six (6) months will apply. Your appointment will be automatically deemed to be confirmed on the last date of the probation period, unless communicated otherwise.

Conditions of Employment

- 4.1 Normal business hours are from 9:00 a.m. to 6:00 p.m., Monday through Friday, with appropriate breaks. You may be expected to work additional hours as required by the nature of your work assignments.
- 4.2 The Company may change your position and duties in its sole discretion. You agree that you may be required to travel to any place outside work location (within or outside India) in connection with the performance of your duties. In such case, you will be governed by the policies of that location and role.
- 4.3 The Company works on a "follow the sun" model to support our customer needs. You hereby consent, should your role require it, to working outside of normal business hours, to support the business requirements of the Company.
- 4.4 Rocket encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Rocket, you shall maintain a satisfactory level of performance at all times.
- 4.5 You agree to utilize Rocket's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Rocket's business.
- 4.6 During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- 4.7 As a condition of employment, you must sign and comply with the Nondisclosure, Noncompetition and Development Agreement in Annexure B which prohibits unauthorized use or disclosure of the Company's proprietary information, among other obligations. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof. You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- 4.8 All employees are required to read and comply with the Rocket Code of Conduct and/or Employee Handbook and sign a statement to this effect. Any breach of the guidelines or the terms and conditions contained therein may result in the termination of your services without notice or compensation.
- 4.9 Rocket provides support to our global customers from various locations in India to suit customer needs on a 24\*7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift as may be decided by the management. You would be eligible to receive a shift allowance as per the shift allowance policy.







Rocket Software Development  
India Private Limited  
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Airport Road, Yerawada  
Pune, Maharashtra 411006  
+91 020 40111102  
CIN: U72200KA2017FTC102998

5. Termination of Employment

- 5.1 You may terminate your employment with the Company at any time and for any reason whatsoever after providing thirty (30) days while on probation and sixty (60) days' thereafter with prior written notice. Likewise, the Company may terminate your employment at any time without 'Cause', after providing thirty (30) days while on probation and sixty (60) days thereafter with prior written notice or by paying salary in lieu thereof. Notwithstanding the above, your employment may be terminated immediately by the Company at any time for 'Cause' without providing any notice or payment in lieu thereof. For this purpose, "Cause" shall be deemed to exist upon the occurrence of one or more of the following events as determined by the Company:
- a) A breach of any term of this offer letter, the Nondisclosure, Noncompetition and Development Agreement executed between you and the Company, the Company's employee handbook and/or Rocket Software, Inc.'s rules and policies, Rocket Code of Conduct or any other agreement executed between you and the Company;
  - b) the commission by you of any act of gross negligence, fraud, embezzlement, theft or the commission of a crime involving moral turpitude (whether involving the Company or otherwise); or
  - c) the commission of any act(s) so as to bring the Company or its affiliates into disrepute;
  - d) your being convicted of a criminal offence or of an offence involving moral turpitude;
  - e) or willful, substantial and continuing neglect or inattention by you of your assigned duties or misconduct or gross negligence by you in connection with the performance of such duties.
6. In the event that you are incapacitated by ill health, accident or any other cause from performing your duties hereunder for a period of 60 (sixty) working days or more (whether consecutive or not) in any continuous period of 12 (twelve) months, the Company may terminate your employment by giving you 1 (one) month's written notice (whether or not you remain incapacitated and unable to perform your duties), provided that you will receive all benefits lawfully due to you as calculated up to the date of termination of employment.
7. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice, whereupon Rocket may initiate appropriate action to recover assets or damages for loss arising from your unauthorised absence.
8. Your compliance with the above terms and conditions will be reviewed from time to time and be an integral condition of your continued employment with Rocket.
9. You will retire from the services of the Company upon attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
10. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
11. Any and all terms and conditions of service may be modified or changed at the Company's discretion.
12. To ensure the rapid and economical resolution of disputes that may arise in connection with your employment with the Company, you and the Company agree that any and all disputes, claims, or causes of action, in law or equity, including but not limited to statutory claims, arising from or relating to the enforcement, breach, performance, or interpretation of this Agreement, your employment with the Company, or the termination of your employment, will be resolved by arbitration in Bengaluru in accordance with the Arbitration and Conciliation Act, 1996 (as amended, replaced and/or supplemented from time to time). This offer letter will be governed by the Laws of India and





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India Private Limited  
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subject to the above, the courts in Bengaluru will have exclusive jurisdiction over any disputes in connection with your employment.

13. **Acceptance and Commencement**

To confirm your acceptance of this offer, you are required to Sign and return the completed offer packet including the offer letter, signed NNDA (Annexure B) and Employee Data Protection Notice and Consent (Annexure C) to People@rocketsoftware.com within three days from receipt of this letter. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.

13.1 Your employment will be effective on your joining date, Nov 10, 2019 and may be subject to change.

13.2 To confirm your acceptance of this offer, you are required to Sign and return the completed offer packet including the offer letter, signed NNDA (Annexure B) and Employee Data Protection Notice and Consent (Annexure C) to People@rocketsoftware.com within three days from receipt of this letter. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.

13.3 As part of your onboarding, you will need to provide a copy of the following documents on or in advance of your first day:

- PAN card
- Relieving letter from your most recent employer or Service Certificate or Resignation acceptance e- mail with last working day (LWD) confirmation

13.4 For completing your first day formalities, your manager, IT team and People Team will connect with you.

13.5 It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company with a copy to People Team.

14 Your appointment and continued employment at Rocket are conditional upon satisfactory reference and background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e., you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

If any provision of this offer letter is for any reason held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision hereof but this offer letter will be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by applicable law.

16 This offer letter together with the Nondisclosure, Noncompetition and Development Agreement, the Rocket Code of Conduct, Employee Handbook and/or all other Company and/or Rocket Software, Inc. rules and policies, will form the complete and exclusive statement of your employment with the Company and will supersede any other agreements or promises made to you by anyone, whether oral or written.

Changes in your employment terms, other than those changes expressly reserved to the Company's discretion in this letter, require a written modification signed by an officer of the Company.





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India Private Limited  
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Upon execution of this letter, you agree that you will forthwith give notice of termination of employment with the current employer and will take all steps within your power to ensure that you can start by the previously noted joining date.

We look forward to your favorable reply and to a productive and enjoyable work relationship.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stijn Udo", written over a light blue circular stamp.

Stijn Udo

Senior Manager, People Operations  
For an on Behalf of Rocket Software

UNDERSTOOD AND ACCEPTED BY:

Print Name:

Shibali Rokde

Address:

El HOMES Flat no.401  
S No 8/1C New Baner Sus Smart City road  
Baner, Pune, Maharashtra Pune 411045

I anticipate my start date to be

Nov 10, 2019

Annexure B: Nondisclosure, Noncompetition and Development Agreement (must also be signed).

Annexure C: Employee Data Protection Notice (must also be signed).



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## Hostin Services Private Limited

Registered Office:

Sneh Centre, Opp Hotel Lalit Mahal

1182/2 F.C. Road, Shivajinagar, Pune, India – 4110005

Phone: +91-20-66080101/ 25520101 \* Fax: +91-20-25520101

Web: www.hostinservices.com \* Email: info@hostinservices.com

Date: 1st June 2022

**Mr Swapneel Maslekar,**

Pune

Subject: **Letter of Appointment for Employment as Junior Cloud Engineer**

Dear **Swapneel,**

Welcome to **Hostin!**

Pursuant to your application for employment with us, and the subsequent selection process, it gives us great pleasure to appoint you as **Junior Cloud Engineer** with Hostin Services Private Limited (the "**Company**") at **Pune**.

As part of this covenant or agreement, we commit to build a caring, comfortable and safe work environment. We will collectively work together to enable a work culture that adheres to our Vision, Culture and Values, Hostin Services Private Limited will also strive to provide infrastructure that helps you perform your responsibilities effectively.

In thankful consideration for the employment in the Company, remuneration and benefits, the work culture, values and environment, you agree to abide by the terms and conditions of the employment as follows:

### 1. Emoluments:

- a. Your total annual cost to the Company (CTC) will be **Rs 4,55,270/- ( Rs Four Lakh Fifty five thousand Two Hundred and Seventy Rupees only )** subject to applicable statutory deductions. Your CTC shall be due for revision as per the Company's policy. Your compensation and benefits may be amended at the sole discretion of the Company. A detailed break up of your salary structure is provided in Annexure 1 and 2 below.
- b. Your salary is personal and confidential information and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- c. In case of any change in the existing statute or introduction of a new statute, the Company reserves a right to adjust the salary components within the then existing CTC to ensure that the payments are made in compliance with such statutes.
- d. Firm may from time to time deduct any statutory deduction or withhold tax as may be required by applicable laws.

2. You agree to execute all tasks and responsibilities assigned to you as part of your employment to the best of your abilities and efforts for the growth and success of the Company when you act as the **Junior Cloud Engineer**.

These duties shall include:

- a. Devoting on a full time basis all necessary time, best efforts, professional skills, attention and energies to perform your duties hereunder to the Company;
  - b. Acting in accordance herewith, and in all accounts be responsible and responsive to Customers and the Company;
  - c. Generally perform such services as may be expected of a **Junior Cloud Engineer**.
  - d. In addition, you understand that your duties and responsibilities may change and/or evolve over a period of time and may not be limited to the duties and responsibilities set forth above.
3. You understand the importance of your contribution towards the strengthening of the Values and Culture of the Company and agree to participate in this process.
  4. You agree that this is a full-time employment with the Company. Unless expressly approved by the Company, you will not be eligible to engage in gainful employment with any other organization (with or without remuneration) or own/operate your own business/company. You gratefully acknowledge that this does not exclude your involvement with social causes on a voluntary pro bono basis, as long these do not adversely impact the business and reputation of the Company.
  5. You agree to apply and maintain the highest standard of personal conduct and integrity and comply with all the Company policies and procedures and all applicable laws, rules and regulations, made thereunder. The rules and regulations as framed by the Company from time to time and applicable to all its employees or to your specific position shall become binding upon me.
  6. You understand that while your initial place of posting will be at **Pune**, you may also be required to travel on work within India and overseas, based on need. you also understand that all employment may be transferred at any time to any other office of the Company within India or one of its group/affiliate companies around the world with reasonable notice.
  7. You understand your remuneration is purely personal between you and the Company and has arrived on the basis of your specific background and professional merit. you will maintain this information and also any changes made therein from time to time as personal and confidential.
  8. **Working Hours:** You shall be employed by the Company on a full-time basis. Your normal working days will be as per the Attendance Policy of the Company. The nature of work may also involve extra hours to be devoted at times. The Company reserves the right to change your hours and duties as it deems necessary.
  9. **Work from home:** We encourage the employees to maintain their work-life balance and thus the Company offers its employees flexible timings & work from home options to show our support.



# Wisteria Real Vision

Pvt. Ltd.

Date: 28/11/2018

To,  
Mr. Ranjeet Chintamani Mundhe

Subject: Offer letter of employment as Relationship Manager

Dear Ranjeet,

With reference to our discussion, we are delighted to offer you the position of **Relationship Manager** in our organization. If you join our organization you will become part of a fast paced and dedicated team that works together to provide our associates with the highest possible level of services and advice. We are confident you will find this new opportunity challenging and rewarding.

**Reporting Date:** 14<sup>th</sup> Dec'2018

**CTC:** Rs. 4,26,000/- p.a ( inclusive incentive, conveyance and mobile expenses)

**Working days:** Six working days as fixed by organization

**Probation period:** 3 months. Extendable in case of non-performance

A detailed appointment letter will be issued after successful completion of probation period.

We look forward to the opportunity of working with you in an atmosphere that is successful, mutually challenging and rewarding.

For, Wisteria Real Vision Pvt.Ltd.

Authorized Signatory



## OFFER LETTER

Dear **Mr. Rajesh Parihar**  
Shridhar Colony, Karvenagar  
Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **MANAGEMENT TRAINEE - BUSINESS DEVELOPMENT**  
Date of Joining : **15-Jul-2019**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **NAGPUR**  
Location : **NAGPUR**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **NAGPUR**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **15-Jul-2019**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Ashwani Kumar Chanour  
Head-Human Resources



**Annexure - A**

NAME : **Rajesh Mohanlal Parihar** DESIGNATION : **MANAGEMENT TRAINEE - BUSINESS DEVELOPMENT**  
 DIVISION : **CSD** DOJ : **15-Jul-2019**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		15500
House Rent Allowance		5893
<b>Sub Total A</b>		<b>21393</b>
	<b>Reimbursement</b>	
<b>Sub Total B</b>		<b>0</b>
	<b>Variable Component</b>	
Qualitative Performance Reimbursement*		2678
Performance Linked Reimbursement**		7363
<b>Sub Total B1</b>		<b>10041</b>
Gratuity****		745
Statutory Bonus***		1291
<b>Sub Total C</b>		<b>2036</b>
<b>Total Salary Package (A+B+B1+C)</b>		<b>33470</b>
<b>Total Salary Package Per Annum</b>		<b>401640</b>
<b>Deductions</b>	<b>Monthly TH</b>	<b>Annual TH</b>
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>23921</b>	<b>302544</b>

**Additional Perks**

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Ashwani Kumar Chanour  
Head-Human Resources





## OFFER LETTER

Dear **Mr. Rishabh Manoj Thakur**

Shridhar Colony, Karvenagar  
Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **MANAGEMENT TRAINEE - BUSINESS DEVELOPMENT**  
Date of Joining : **15-Jul-2019**  
Functional Band : **Front Liner/Business Development**  
Department : **SALES**  
Division : **CSD**  
Salary : **As Per Annexure 'A'**  
Reporting Branch : **NAGPUR**  
Location : **NAGPUR**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **NAGPUR**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **15-Jul-2019**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.



Ashwani Kumar Chanour  
Head-Human Resources



## OFFER LETTER

Dear Mr. Gongale Rushabh  
Fulchand

Shridhar Colony, Karvenagar  
Pune Maharashtra

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : MANAGEMENT TRAINEE - BUSINESS DEVELOPMENT  
Date of Joining : 15-Jul-2019  
Functional Band : Front Liner/Business Development  
Department : SALES  
Division : CSD  
Salary : As Per Annexure 'A'  
Reporting Branch : NAGPUR  
Location : NAGPUR

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be NAGPUR. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on 15-Jul-2019. Actual branch name and address will be informed to you subsequently.


As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes  
Your Sincerely,  
For Ceasefire Industries Private Limited.

  
Ashwani Kumar Chanour  
Head-Human Resources



## Annexure - A

NAME : **Gongale Rushabh Fulchand** DESIGNATION : **MANAGEMENT TRAINEE - BUSINESS DEVELOPMENT**  
 DIVISION : **CSD** DOJ : **15-Jul-2019**

Particulars		Amounts(Rs.)
	<b>Fixed Component</b>	
Basic		15500
House Rent Allowance		5893
	<b>Sub Total A</b>	21393
	<b>Reimbursement</b>	
	<b>Sub Total B</b>	0
	<b>Variable Component</b>	
Qualitative Performance Reimbursement*		2678
Performance Linked Reimbursement**		7363
	<b>Sub Total B1</b>	10041
Gratuity****		745
Statutory Bonus***		1291
	<b>Sub Total C</b>	2036
<b>Total Salary Package (A+B+B1+C)</b>		33470
<b>Total Salary Package Per Annum</b>		401640

Deductions	Monthly TH	Annual TH
Employee Welfare Trust	150	1800
<b>Total</b>	<b>150</b>	<b>1800</b>
<b>Total TH</b>	<b>23921</b>	<b>302544</b>

## Additional Perks

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills .

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

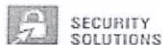
Note :- All taxes are applicable as per law.

With best wishes

For Ceasefire Industries Private Limited.



Ashwani Kumar Chanour  
Head-Human Resources



Axis Bank Limited | Axis House  
Wadia International Center  
P.B. Marg | Worli, Mumbai – 400 025

CTC Annexure				
Emoluments for the Assistant Manager for <b>Gargote Saurabh</b>				
COMPENSATION	P.A. (Rs)	P.M. (Rs)		
Basic	90,000	7,500		
Basket of Allowance	1,23,217	10,268		
Bank's PF Contribution	20,186	1,682		
Gratuity *	4,329	361		
Location Pay	13,500	1,125		
Statutory Bonus	16,800	1,400		
<b>Total Fixed Pay</b>	<b>2,68,032</b>	<b>22,336</b>		
Target Variable Pay	40,000			
<b>Total Pay</b>	<b>3,08,032</b>			
<b>Benefits:</b>				
Group Mediciam Policy and Term Life Insurance	12,488	-		
Loan Benefits	69,084	-		
<b>Total Pay + Value of Benefits</b>	<b>3,89,604</b>			
<p>- <b>Location Pay</b> is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.</p>				
Details of Benefits				
Loan Benefit Eligibility				
Type of Loan	Eligibility	Loan Amount (in Rs.)	Rate of Interest	Remarks
Housing Loan	Upon Confirmation	20,00,000	4% (Compound Int.)	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000	6% (Simple Int.)	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
<b>Note: Loan benefits cannot be encashed if not availed.</b>				
Insurance Details				
Type of Insurance	Insurance Cover (in Rs)	Remarks		
Group Mediciam Insurance Policy	4,00,000	Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.		
Group Term Life Insurance Policy	50,00,000	Only employee is covered, a part of the annual premium is borne by the employee		
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.				
Mobile Benefit				
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.				
Gratuity *				
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.				
Provident Fund				

The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.

***Voluntary Provident Fund (VPF)***

The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.

***Other Benefits***

<b><i>Variable Pay / Annual Incentive Plan (as may be applicable)</i></b>	Performance linked Variable Pay will be paid as per the Company's policy. The payout will be based both on individual performance and organization's performance. Employees who are part of incentive schemes will be eligible for payout as per applicable incentive scheme and Variable Pay will not be applicable.
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**Axis Bank Limited** | Axis House  
Wadia International Center  
P.B. Marg | Worli, Mumbai – 400 025

CTC Annexure				
Emoluments for the Assistant Manager for <b>Deshmukh Neha</b>				
COMPENSATION	P.A. (Rs)	P.M. (Rs)		
Basic	90,000	7,500		
Basket of Allowance	1,23,217	10,268		
Bank's PF Contribution	20,186	1,682		
Gratuity*	4,329	361		
Location Pay	13,500	1,125		
Statutory Bonus	16,800	1,400		
<b>Total Fixed Pay</b>	<b>2,68,032</b>	<b>22,336</b>		
Target Variable Pay	40,000			
<b>Total Pay</b>	<b>3,08,032</b>			
<b>Benefits:</b>				
Group Mediciclaim Policy and Term Life Insurance	12,488			
Loan Benefits	69,084			
<b>Total Pay + Value of Benefits</b>	<b>3,89,604</b>			
<p>- <b>Location Pay</b> is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.</p>				
Details of Benefits				
Loan Benefit Eligibility				
Type of Loan	Eligibility	Loan Amount (in Rs.)	Rate of Interest	Remarks
<b>Housing Loan</b>	Upon Confirmation	20,00,000	4% (Compound Int.)	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
<b>Vehicle Loan</b>	Upon Confirmation	2,00,000	6% (Simple Int.)	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
<b>Note: Loan benefits cannot be encashed if not availed.</b>				
Insurance Details				
Type of Insurance	Insurance Cover (in Rs)		Remarks	
<b>Group Mediciclaim Insurance Policy</b>	4,00,000		Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.	
<b>Group Term Life Insurance Policy</b>	50,00,000		Only employee is covered, a part of the annual premium is borne by the employee	
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.				
<b>Mobile Benefit</b>				
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.				
<b>Gratuity*</b>				
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.				
<b>Provident Fund</b>				

The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.

***Voluntary Provident Fund (VPF)***

The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.

***Other Benefits******Variable Pay /  
Annual  
Incentive Plan  
(as may be  
applicable)***

Performance linked Variable Pay will be paid as per the Company's policy. The payout will be based both on individual performance and organization's performance.  
Employees who are part of incentive schemes will be eligible for payout as per applicable incentive scheme and Variable Pay will not be applicable.

Axis Bank Limited | Axis House  
Wadia International Center  
P.B. Marg | Worli, Mumbai – 400 025

CTC Annexure				
Emoluments for the Assistant Manager for <b>Shelar Neha</b>				
COMPENSATION		P.A. (Rs)	P.M. (Rs)	
Basic		90,000	7,500	
Basket of Allowance		1,23,217	10,268	
Bank's PF Contribution		20,186	1,682	
Gratuity *		4,329	361	
Location Pay		13,500	1,125	
Statutory Bonus		16,800	1,400	
<b>Total Fixed Pay</b>		<b>2,68,032</b>	<b>22,336</b>	
Target Variable Pay		40,000		
<b>Total Pay</b>		<b>3,08,032</b>		
<b>Benefits:</b>				
Group Medclaim Policy and Term Life Insurance		12,488	-	
Loan Benefits		69,084	-	
<b>Total Pay + Value of Benefits</b>		<b>3,89,604</b>		
<p>- <b>Location Pay</b> is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.</p>				
Details of Benefits				
Loan Benefit Eligibility				
Type of Loan	Eligibility	Loan Amount (in Rs.)	Rate of Interest	Remarks
Housing Loan	Upon Confirmation	20,00,000	4% (Compound Int.)	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000	6% (Simple Int.)	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
<b>Note: Loan benefits cannot be encashed if not availed.</b>				
Insurance Details				
Type of Insurance	Insurance Cover (in Rs)		Remarks	
Group Medclaim Insurance Policy	4,00,000		Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.	
Group Term Life Insurance Policy	50,00,000		Only employee is covered, a part of the annual premium is borne by the employee	
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.				
<b>Mobile Benefit</b>				
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.				
<b>Gratuity *</b>				
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.				
<b>Provident Fund</b>				



The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.

***Voluntary Provident Fund (VPF)***

The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.

***Other Benefits***

<b><i>Variable Pay / Annual Incentive Plan (as may be applicable)</i></b>	Performance linked Variable Pay will be paid as per the Company's policy. The payout will be based both on individual performance and organization's performance. Employees who are part of incentive schemes will be eligible for payout as per applicable incentive scheme and Variable Pay will not be applicable.
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CTC Annexure				
Emoluments for the Assistant Manager for <b>Kshirsagar Snehal</b>				
COMPENSATION	P.A. (Rs)	P.M. (Rs)		
Basic	90,000	7,500		
Basket of Allowance	1,23,217	10,268		
Bank's PF Contribution*	20,186	1,682		
Gratuity *	4,329	361		
Location Pay	13,500	1,125		
Statutory Bonus	16,800	1,400		
<b>Total Fixed Pay</b>	<b>2,68,032</b>	<b>22,336</b>		
Target Variable Pay	40,000			
<b>Total Pay</b>	<b>3,08,032</b>			
<b>Benefits:</b>				
Group Mediciam Policy and Term Life Insurance	12,488	-		
Loan Benefits	69,084	-		
<b>Total Pay + Value of Benefits</b>	<b>3,89,604</b>			
<p>- <b>Location Pay</b> is dependent on the posted location of the employee and is liable to change in case an employee is transferred to some other location subsequently.</p>				
Details of Benefits				
Loan Benefit Eligibility				
Type of Loan	Eligibility	Loan Amount (in Rs.)	Rate of Interest	Remarks
Housing Loan	Upon Confirmation	20,00,000	4% (Compound Int.)	For takeover loans, the repayment will be 240 months or the balance service period (in months) left, whichever is less.
Vehicle Loan	Upon Confirmation	2,00,000	6% (Simple Int.)	For takeover loans, the repayment will be the residual period of the original sanction term, or 120 months, whichever is less, with Principal and Interest instalments in the ratio of 7:3.
<b>Note: Loan benefits cannot be encashed if not availed.</b>				
Insurance Details				
Type of Insurance	Insurance Cover (in Rs)		Remarks	
Group Mediciam Insurance Policy	4,00,000		Employee plus 3 dependants are covered under the floater policy. Additional 2 dependants can be covered for an additional premium.	
Group Term Life Insurance Policy	50,00,000		Only employee is covered, a part of the annual premium is borne by the employee	
The Insurance coverage under all the above policies will be available subject to completion of all formalities in connection with your appointment and fulfillment of requirements of the Insurance Company.				
Mobile Benefit				
You will be eligible for mobile reimbursement (Including Data Service) as per company policy.				
Gratuity *				
You will be eligible for gratuity payment as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service with the Bank or any of the group entities.				
Provident Fund				

The Bank will contribute an amount equivalent to the prescribed rate towards Provident Fund. An equal amount will be deducted from your salary and paid to the Provident Fund Trust of Axis Bank Limited.

***Voluntary Provident Fund (VPF)***

The Bank has a voluntary provident fund scheme wherein you will be eligible to voluntarily contribute to the Provident Fund Trust, in addition to the statutory requirement. Such contribution is eligible to earn the same rate of interest as statutory contribution.

***Other Benefits***

<b><i>Variable Pay / Annual Incentive Plan (as may be applicable)</i></b>	Performance linked Variable Pay will be paid as per the Company's policy. The payout will be based both on individual performance and organization's performance. Employees who are part of incentive schemes will be eligible for payout as per applicable incentive scheme and Variable Pay will not be applicable.
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Date: 27th December 2018

Dear Madhu Kad,

Greetings from ALTUM CREDO HOME FINANCE PVT. LTD. (ACHF).

This is further to the discussion you had with us, we are pleased to offer you an opportunity to work with us as "Management Trainee - Sales" in our organization. Your joining location will be at our Corporate Office-Pune, post that individual branch/office will be allocated. **The Company reserves the right to transfer your services to any of Company's location from time to time, at its discretion which are in existence at present or which might be set up in future.** Your date of joining will be 13th May 2019.

Your employment shall be governed by the terms and conditions of the Company which are in existence or which may be amended from time to time.

This employment offer is subject to you passing the Management course which you are pursuing now and being medically fit.

Please note that your joining is subject to submission of documents for proof of age, academic qualification certificates, last drawn salary and relieving/ resignation letter from the last employer (if applicable).

The remuneration being offered in this offer is **Rs. 3.75 LPA**. You will be under a traineeship of six months, during which you will be paid stipend Rs. **17500** per month. Post successful completion of training period your compensation will be as per Company's salary structure, refer enclosure 1, which will attract all the statutory deductions stated as per the State and Central government.

On acceptance of the same you are requested to revert to us with acknowledgement on or before 7 days from the date of offer letter. Please note that this offer is subject to positive reference checks, the results of which may come even after your joining with us.



Authorized Signatory

Ashwini Korpe  
Human Resource

Enclosure I

Grade	Grade 3	
Band	E1	
Designation	Management Trainee - Sales	
Reporting Relationship	Cluster Sales Manager	
<b>Compensation Break Up</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	11822	141864
HRA	5911	70932
Conveyance Allowance	2956	35472
Medical Reimbursement	2956	35472
Food Allowance	2956	35472
Washing Allowance	2956	2956
<b>Total Gross (A)</b>	<b>29557</b>	<b>354684</b>
Provident Fund (12% of basic)	1419	17028
GMC	276	3312
<b>Total Retirals (B)</b>	<b>1695</b>	<b>20340</b>
<b>Total Fixed Pay (A+B)</b>	<b>31252</b>	<b>375024</b>

Note –

- We would need to access your credit bureau report; your acceptance of offer will be considered as consent for the same.
- Company reserves the rights to add, delete OR modify these benefits as needed.

Please sign and return duplicate copy of this letter as token of your appreciation on or before 7 days from the date of offer letter. This offer shall stand automatically withdrawn thereafter.

Authorized Signatory

Signature of Candidate:

Date of Acceptance:

Name of Candidate: Madhu Kad

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## SECURENOW INSURANCE BROKER PRIVATE LIMITED

### Employment Contract

This Employment Contract is made on 28<sup>th</sup> January, 2019, at Delhi, India ("Contract").

#### **Between**

SecureNow Insurance Broker Pvt. Ltd., a company incorporated under the Companies Act, 2013 having its Corporate office at C4/4 Safdarjung Development Area, New Delhi 110016 (hereinafter referred to as "**Company**" which expression shall, unless repugnant to the context or the meaning thereof include its successors and permitted assigns);

#### **And**

**Akshay Amar Zad**, Resident of Maharashtra (hereinafter referred to as "**Employee**").

*The Company and the Employee shall individually be referred to as Party and jointly as Parties.*

#### **Whereas:**

- (A) The Company is engaged in the business of insurance broking.
- (B) The Employee is desirous of engaging his services for the Company on the terms and conditions set forth
- (C) The Company and the Employee wish to execute this Contract to record the terms and conditions governing the employment as set out here under.

#### **Now therefore this Contract witnesses and the Parties agree as follows:**

##### **A. Terms of Service**

1. The Employee shall provide services ("**Services**") as provided by the Company from time to time. The Employee agrees that he will at all times faithfully, industriously, and to the best of his/her skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.
2. Designation of the employee will be **Assistant Manager - Risk Services**
3. Location of employment will be **Mumbai**.
4. Date of joining is **February 4, 2019**.
5. Probation period is of 6 months. The employee will be confirmed after 6 months of satisfactory performance
6. Employee may be transferred to SecureNow's affiliated or related companies at SecureNow's discretion
7. The company works for 6 days a week, from Monday to Saturday and ordinary working hours are 9:30 am to 6:30 pm.
8. There are 20 days of earned leave in a year and this accumulates proportionately over time.

Registered Address: C4/4 Safdarjung Development Area, New Delhi 110016

Telephone: +91 11 64560999, +91 11 41678689

[www.securenw.in](http://www.securenw.in)

## SECURENOW INSURANCE BROKER PRIVATE LIMITED

9. The company follows the provisions of Maternity Benefit (Amendments) Act 2017.

### B. Remuneration

The Services shall be rendered for remuneration to be paid.

Cash Components	Rupees (Per Annum)
Base Salary (Fixed, including PF & Gratuity)	3,00,000/-
Incentive (Payable in April 2020)	60,000/-

Performance appraisal cycle is April to March. Employee should have completed minimum 12 months to be eligible for appraisal. Incentive is payable based on satisfactory performance, payable in April 2020.

When a person is assigned to a team, incentives would be linked to team's P&L. Additional Incentive structure will be reviewed and modified periodically.

You will be eligible for Increment / Incentive/ Additional Incentive for the year only on being an active employee i.e. Not Resigned / Not Serving Notice Period on the actual date of disbursement of Increment / Incentive/ Additional Incentive.

Additional Incentive slabs are as under:

Annual Commission Earnings	Incentive Slab
0 – 5,40,000	Nil
5,40,000 – 10,80,000	10%
10,80,000 – 18,00,000	20%
> 18,00,000	40%

### C. Termination

1. This Contract shall come into effect on the date of execution of this Contract and shall continue till it is terminated in accordance with the terms herein.
2. During the Probation period of 6 month, the Company or the Employee may terminate the agreement with 7 days notice.
3. The Company or Employee may terminate employment with the Company after giving a notice of 60 days anytime. If the Employee does not serve the notice period, he shall be liable to pay an amount equivalent to 60 days salary to the company for breach of contract. Resignation notice shall be in writing and shall be deemed to have been received by the company with due acknowledgment to employee, if delivered by employee in person, on the same day; if sent by facsimile (followed by mailing of the original), 24 hours after transmission or if sent by

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## SECURENOW INSURANCE BROKER PRIVATE LIMITED

registered mail, five (5) days after deposit in the mail system, in case to the address of SecureNow or SecureNow's affiliated or related companies where the Employee reports.

4. Upon the expiration, completion or early termination of this agreement, the Employee shall within 60 days (i) return all Company's materials and documents (ii) deliver all complete or partially completed deliverables and works in progress and (iii) expediently and cooperatively disengage the services. Full and final settlement can only be initiated once (i) and (ii) are satisfied.
5. Except as expressly set forth herein, termination or expiration of this Agreement shall not serve to terminate or cancel any of the respective rights and obligations of the parties which arose hereunder during the term of this Agreement and which by these terms must remain valid and enforceable to give effect to their meaning, including, without limitation, any intellectual property, warranty, indemnification, confidentiality, liability and loyalty provisions hereof.

### **C. Confidentiality**

The Employee undertakes and agrees that he shall maintain the terms of this Contract and all communications pursuant hereto in utmost confidentiality and shall not disclose the same to any person except as required by law or on a need to know basis. The Employee agrees and acknowledges that all information furnished by the Company to the Employee, whether prior to the execution of this Contract or during the term hereof, including financial and managerial know how is the proprietary information of the Company and constitutes the trade secrets of the Company, and accordingly, the Employee shall not use or disclose to any third party or reproduce in any form the above information without the prior written consent of the Company. The obligations under this clause for confidentiality shall survive the termination of this Contract.

As used in this Contract, 'Confidential Information' means a) information identified in Annexure B of this Agreement, attached hereto; b) information marked by the Company as confidential, c) information treated by the Company as confidential.

Since unauthorized disclosure or use of information will diminish the value of the proprietary interests of the Company, if the Employee breaches any of his obligations hereunder, the Company will, be entitled to equitable relief in any court of competent jurisdiction within New Delhi to protect its interests therein, including but not limited to injunctive action, application or motion.

### **D. Intellectual Property Rights**

The Employee shall disclose to the Company all intellectual property rights developed, discovered or made by him during the course of his employment with the Company, whether capable of being patented or registered or not, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith and the Parties agree that all such information and materials shall belong to and be the absolute property of the Company. The Employee hereby waives his right over any intellectual property rights made, developed or conceived by him during the course of his employment with the Company and agrees not to claim that any treatment, exploitation or use of the said works infringes any moral right that may accrue to him with respect to such intellectual property rights. If and whenever required so to do

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Telephone: +91 11 64560999, +91 11 41678689

[www.securenw.in](http://www.securenw.in)



10<sup>th</sup> October 2018

To,  
Ms. Mansi Ramchandra Joshi,  
Amrut Society, Gujrathi Colony,  
Kothrud, Pune

Sub: Offer Letter

Dear Ms. Mansi Joshi,

This has reference to your interview you had with us. We are pleased to offer you employment in our organization as **Management Trainee** at **Corporate Office**. The details of terms & conditions agreed during the discussion you had with us which are as follows: -

1. As indicated, you will join us on or before **16th October, 2018**. A detailed Letter of appointment will be issued to you after joining.
2. You will be paid emoluments as per the discussions you had with us at the time of interview.
3. Your appointment is subject to your being found fit in the pre-employment Medical Examination.
4. You are requested to bring along with you following documents at the time of joining
  - Three copies of recent passport size photographs.
  - Copies of Education Qualifications along with originals for verification
  - Experience Certificates
  - Proof of last salary drawn
  - Relieving letter from the current employer
  - Copy of Pan Card
  - Blood Group Certificate
  - Proof of DOB
5. You are requested to forward us a copy of the resignation letter submitted to your present employer for our confirmation within 3 days from this offer.

Thanking you,

Yours faithfully,  
For Kalyani Technoforge Ltd.

**Anant Chincholkar**  
Head HR

I have read and understood the terms and conditions mentioned above and in the Annexure I. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms & conditions. By accepting this offer, I authorize \_\_\_\_\_ to verify the documents from an outside background screening agency, which includes my current /previous employment history, educational/ professional credentials and background verification.

Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10<sup>th</sup> October 2018

To,  
Ms. Mansi Ramchandra Joshi,  
Amrut Society, Gujrathi Colony,  
Kothrud, Pune

**Sub: Offer Letter**

Dear Ms. Mansi Joshi,

This has reference to your interview you had with us. We are pleased to offer you employment in our organization as **Management Trainee** at **Corporate Office**. The details of terms & conditions agreed during the discussion you had with us which are as follows: -

1. As indicated, you will join us on or before **16th October, 2018**. A detailed Letter of appointment will be issued to you after joining.
2. You will be paid emoluments as per the discussions you had with us at the time of interview.
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  - Three copies of recent passport size photographs.
  - Copies of Education Qualifications along with originals for verification
  - Experience Certificates
  - Proof of last salary drawn
  - Relieving letter from the current employer
  - Copy of Pan Card
  - Blood Group Certificate
  - Proof of DOB
5. You are requested to forward us a copy of the resignation letter submitted to your present employer for our confirmation within 3 days from this offer.

Please sign the duplicate copy of this offer letter as token of acceptance and return to us.

Thanking you,

Yours faithfully,

**For Kalyani Technoforge Ltd.**

**Anant Chincholkar**  
Head HR

Date: 10<sup>th</sup> October 2018

KALYANI TECHNOFORGE LTD.

Candidate Name: Mansi Ramchandra Joshi		
S.No	Particulars	Offer - Management Trainee
1	Basic	9000
2	HRA	1000
3	Education	200
4	Training Allowance	4000
5	Washing Allowance	1500
6	Additional Allowance	7340
<b>TOTAL A</b>		<b>23040</b>
7	PF (12% of Basic)	1080
8	Bonus	883
<b>TOTAL B</b>		<b>1963</b>
<b>TOTAL (A+B)</b>		<b>25003</b>
9	Performance Pay	50000
<b>TOTAL CTC (PA)</b>		<b>350036</b>
Mediclaime Insurance Family Floater Policy Rs. 1 Lac (Self, spouse, 2 children age upto 25 years)		
• Bonus will be paid as per the act applicable		

For Kalyani Technoforge Ltd.

Anant Chincholkar  
Head HR



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15

Date: 27th December 2018

Dear Shailesh Kasbe,

Greetings from ALTUM Credo HOME FINANCE PVT. LTD. (ACHF).

This is further to the discussion you had with us, we are pleased to offer you an opportunity to work with us as "Management Trainee - Credit" in our organization. Your joining location will be at our Corporate Office-Pune, post that individual branch/office will be allocated. The Company reserves the right to transfer your services to any of Company's location from time to time, at its discretion which are in existence at present or which might be set up in future. Your date of joining will be 13th May 2019.

Your employment shall be governed by the terms and conditions of the Company which are in existence or which may be amended from time to time.

This employment offer is subject to you passing the Management course which you are pursuing now and being medically fit.

Please note that your joining is subject to submission of documents for proof of age, academic qualification certificates, last drawn salary and relieving/ resignation letter from the last employer (if applicable).

The remuneration being offered in this offer is Rs. 3.5 LPA. You will be under a traineeship of six months, during which you will be paid stipend Rs. 17500 per month. Post successful completion of training period your compensation will be as per Company's salary structure, refer enclosure 1, which will attract all the statutory deductions stated as per the State and Central government.

On acceptance of the same you are requested to revert to us with acknowledgement on or before 7 days from the date of offer letter. Please note that this offer is subject to positive reference checks, the results of which may come even after your joining with us.

Authorized Signatory

Ashwini Korpe  
Human Resource

+91 20 6500 7541 | info@altumcredo.com | www.altumcredo.com | CIN: U65999PN2016PTC166384

Office No. 801, Deron Heights, Main Baner Road, Pune – 411045 Maharashtra

**Enclosure I**

Grade	Grade 3	
Band	E1	
Designation	Management Trainee - Credit	
Reporting Relationship	Cluster Credit Manager	
<b>Compensation Break Up</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	11027	132324
HRA	5514	66168
Conveyance Allowance	2757	33084
Medical Reimbursement	2757	33084
Food Allowance	2757	33084
Washing Allowance	2757	2757
<b>Total Gross (A)</b>	<b>27569</b>	<b>330828</b>
Provident Fund (12% of basic)	1323	15876
GMC	276	3312
<b>Total Retirals (B)</b>	<b>1599</b>	<b>19188</b>
<b>Total Fixed Pay (A+B)</b>	<b>29168</b>	<b>350016</b>

Note –

- We would need to access your credit bureau report; your acceptance of offer will be considered as consent for the same.
- Company reserves the rights to add, delete OR modify these benefits as needed.

Please sign and return duplicate copy of this letter as token of your appreciation on or before 7 days from the date of offer letter. This offer shall stand automatically withdrawn thereafter.

Authorized Signatory

Signature of Candidate:

Date of Acceptance:

Name of Candidate: Shailesh Kasbe



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16

Date: 27th December 2018

Dear Pranit Masutage,

Greetings from ALTUM CREDO HOME FINANCE PVT. LTD. (ACHF).

This is further to the discussion you had with us, we are pleased to offer you an opportunity to work with us as "Management Trainee - Credit" in our organization. Your joining location will be at our Corporate Office-Pune, post that individual branch/office will be allocated. **The Company reserves the right to transfer your services to any of Company's location from time to time, at its discretion which are in existence at present or which might be set up in future.** Your date of joining will be 13th May 2019.

Your employment shall be governed by the terms and conditions of the Company which are in existence or which may be amended from time to time.

This employment offer is subject to you passing the Management course which you are pursuing now and being medically fit.

Please note that your joining is subject to submission of documents for proof of age, academic qualification certificates, last drawn salary and relieving/ resignation letter from the last employer (if applicable).

The remuneration being offered in this offer is **Rs. 3.5 LPA**. You will be under a traineeship of six months, during which you will be paid stipend Rs. **17500** per month. Post successful completion of training period your compensation will be as per Company's salary structure, refer enclosure 1, which will attract all the statutory deductions stated as per the State and Central government.

On acceptance of the same you are requested to revert to us with acknowledgement on or before 7 days from the date of offer letter. Please note that this offer is subject to positive reference checks, the results of which may come even after your joining with us.

Authorized Signatory

Ashwini Korpe  
Human Resource

**Enclosure I**

Grade	Grade 3	
Band	E1	
Designation	Management Trainee - Credit	
Reporting Relationship	Cluster Credit Manager	
<b>Compensation Break Up</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	11027	132324
HRA	5514	66168
Conveyance Allowance	2757	33084
Medical Reimbursement	2757	33084
Food Allowance	2757	33084
Washing Allowance	2757	2757
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Provident Fund (12% of basic)	1323	15876
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<b>Total Retirals (B)</b>	<b>1599</b>	<b>19188</b>
<b>Total Fixed Pay (A+B)</b>	<b>29168</b>	<b>350016</b>

Note –

- We would need to access your credit bureau report; your acceptance of offer will be considered as consent for the same.
- Company reserves the rights to add, delete OR modify these benefits as needed.

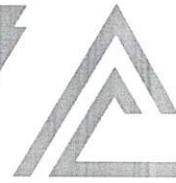
Please sign and return duplicate copy of this letter as token of your appreciation on or before 7 days from the date of offer letter. This offer shall stand automatically withdrawn thereafter.

Authorized Signatory

Signature of Candidate:

Date of Acceptance:

Name of Candidate: Pranit Masutage



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Credo  
Home Finance

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17

Date: 27th December 2018

Dear Smruti Nathwani,

Greetings from ALTUM CREDO HOME FINANCE PVT. LTD. (ACHF).

This is further to the discussion you had with us, we are pleased to offer you an opportunity to work with us as "Management Trainee - Credit" in our organization. Your joining location will be at our Corporate Office-Pune, post that individual branch/office will be allocated. The Company reserves the right to transfer your services to any of Company's location from time to time, at its discretion which are in existence at present or which might be set up in future. Your date of joining will be 13th May 2019.

Your employment shall be governed by the terms and conditions of the Company which are in existence or which may be amended from time to time.

This employment offer is subject to you passing the Management course which you are pursuing now and being medically fit.

Please note that your joining is subject to submission of documents for proof of age, academic qualification certificates, last drawn salary and relieving/ resignation letter from the last employer (if applicable).

The remuneration being offered in this offer is Rs. 3.5 LPA. You will be under a traineeship of six months, during which you will be paid stipend Rs. 17500 per month. Post successful completion of training period your compensation will be as per Company's salary structure, refer enclosure 1, which will attract all the statutory deductions stated as per the State and Central government.

On acceptance of the same you are requested to revert to us with acknowledgement on or before 7 days from the date of offer letter. Please note that this offer is subject to positive reference checks, the results of which may come even after your joining with us.

Authorized Signatory

Ashwini Korpe  
Human Resource

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Office No. 801, Deron Heights, Main Baner Road, Pune – 411045 Maharashtra



Enclosure I

Grade	Grade 3	
Band	E1	
Designation	Management Trainee - Credit	
Reporting Relationship	Cluster Credit Manager	
<b>Compensation Break Up</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	11027	132324
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<b>Total Retirals (B)</b>	<b>1599</b>	<b>19188</b>
<b>Total Fixed Pay (A+B)</b>	<b>29168</b>	<b>350016</b>

Note –

- We would need to access your credit bureau report; your acceptance of offer will be considered as consent for the same.
- Company reserves the rights to add, delete OR modify these benefits as needed.

Please sign and return duplicate copy of this letter as token of your appreciation on or before 7 days from the date of offer letter. This offer shall stand automatically withdrawn thereafter.

Authorized Signatory

Signature of Candidate:

Date of Acceptance:

Name of Candidate: Smruti Nathwani



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Date: 27th December 2018

Dear Priyanka Tambe,

Greetings from ALTUM CREDO HOME FINANCE PVT. LTD. (ACHF).

This is further to the discussion you had with us, we are pleased to offer you an opportunity to work with us as "Management Trainee - Credit" in our organization. Your joining location will be at our Corporate Office-Pune, post that individual branch/office will be allocated. The Company reserves the right to transfer your services to any of Company's location from time to time, at its discretion which are in existence at present or which might be set up in future. Your date of joining will be 13th May 2019.

Your employment shall be governed by the terms and conditions of the Company which are in existence or which may be amended from time to time.

This employment offer is subject to you passing the Management course which you are pursuing now and being medically fit.

Please note that your joining is subject to submission of documents for proof of age, academic qualification certificates, last drawn salary and relieving/ resignation letter from the last employer (if applicable).

The remuneration being offered in this offer is Rs. 3.5 LPA. You will be under a traineeship of six months, during which you will be paid stipend Rs. 17500 per month. Post successful completion of training period your compensation will be as per Company's salary structure, refer enclosure 1, which will attract all the statutory deductions stated as per the State and Central government.

On acceptance of the same you are requested to revert to us with acknowledgement on or before 7 days from the date of offer letter. Please note that this offer is subject to positive reference checks, the results of which may come even after your joining with us.

Authorized Signatory

Ashwini Korpe  
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Office No. 801, Deron Heights, Main Baner Road, Pune – 411045 Maharashtra

Enclosure I

Grade	Grade 3	
Band	E1	
Designation	Management Trainee - Credit	
Reporting Relationship	Cluster Credit Manager	
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<b>Total Fixed Pay (A+B)</b>	<b>29168</b>	<b>350016</b>

Note –

- We would need to access your credit bureau report; your acceptance of offer will be considered as consent for the same.
- Company reserves the rights to add, delete OR modify these benefits as needed.

Please sign and return duplicate copy of this letter as token of your appreciation on or before 7 days from the date of offer letter. This offer shall stand automatically withdrawn thereafter.

Authorized Signatory

Signature of Candidate:

Date of Acceptance:

Name of Candidate: Priyanka Tambe

Reference No. - 1383839815

Applicant ID - 3738272

10-May-2019

**Manjusha Telang**

Dear Manjusha,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at YAVATMAL - DATTA CHOWK\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

**Commencement/Term:**

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**Other Terms and Conditions of Service:**

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

2.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



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Credo<sup>20</sup>  
Home Finance



Date: 27th December 2018

Dear Sarita Varak,

Greetings from ALTUM CREDO HOME FINANCE PVT. LTD. (ACHF).

This is further to the discussion you had with us, we are pleased to offer you an opportunity to work with us as **"Management Trainee - Credit"** in our organization. Your joining location will be at our **Corporate Office-Pune**, post that individual branch/office will be allocated. The Company reserves the right to transfer your services to any of Company's location from time to time, at its discretion which are in existence at present or which might be set up in future. Your date of joining will be **13th May 2019**.

Your employment shall be governed by the terms and conditions of the Company which are in existence or which may be amended from time to time.

This employment offer is subject to you passing the Management course which you are pursuing now and being medically fit.

Please note that your joining is subject to submission of documents for proof of age, academic qualification certificates, last drawn salary and relieving/ resignation letter from the last employer (if applicable).

The remuneration being offered in this offer is **Rs. 3.5 LPA**. You will be under a traineeship of six months, during which you will be paid stipend Rs. **17500** per month. Post successful completion of training period your compensation will be as per Company's salary structure, refer enclosure 1, which will attract all the statutory deductions stated as per the State and Central government.

On acceptance of the same you are requested to revert to us with acknowledgement on or before 7 days from the date of offer letter. Please note that this offer is subject to positive reference checks, the results of which may come even after your joining with us.

Authorized Signatory

Ashwini Korpe  
Human Resource

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Office No. 801, Deron Heights, Main Baner Road, Pune – 411045 Maharashtra

PRIVATE AND CONFIDENTIAL

Reference No. - 1383832730  
Applicant ID - 3736222

10-May-2019

Patil Monali

Dear Monali,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832730

Applicant ID - 3736222

10-May-2019

Patil Monali

Dear Monali,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1383832730

Patil Monali

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.



Reference No. - 1383832730

Patil Monali

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

Reference No. - 1383832730

Patil Monali

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1383832730**

Patil Monali

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

Reference No. - 1383832730

Patil Monali

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**
**Name :** Patil Monali

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 10-May-2019

PRIVATE AND CONFIDENTIAL

**Reference No. - 1383832730**  
**Applicant ID - 3736210**

10-May-2019

**Mandvekar Shruti**

Dear Shruti,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832730

Applicant ID - 3736210

10-May-2019

Mandvekar Shruti

Dear Shruti,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383832730

Mandvekar Shruti

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1383832730**

Mandvekar Shruti

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

Reference No. - 1383832730

Mandvekar Shruti

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

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Reference No. - 1383832730

Mandvekar Shruti

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**Reference No. - 1383832730**

Mandvekar Shruti

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

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The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**
**Name :** Mandvekar Shruti

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 10-May-2019

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 Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

Reference No. - 1383825934

Applicant ID - 3739128

10-May-2019

Radha Murlidhar Wankhade

Dear Radha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI



PRIVATE AND CONFIDENTIAL

**Reference No. - 1383839795**

**Applicant ID - 3740886**

10-May-2019

Suvidha Nathe

Dear Suvidha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

PRIVATE AND CONFIDENTIAL

Reference No. - 1383832730

Applicant ID - 3736118

10-May-2019

Leena Pawar

Dear Leena,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI



PRIVATE AND CONFIDENTIAL

Reference No. - 1383832730

Applicant ID - 3736118

10-May-2019

Leena Pawar

Dear Leena,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Reference No. - 1383832730

Leena Pawar

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1383832730**

Leena Pawar

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**Reference No. - 1383832730**

Leena Pawar

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL  
Date: 2019.05.10 13:46:32 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1383832730**

Leena Pawar

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**Reference No. - 1383832730**

Leena Pawar

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by KARAN AGGARWAL  
Date: 2019.05.10 13:46:32 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Old Padra Road,  
Vadodara 390 007, India.

**Remuneration Details**
**Name :** Leena Pawar

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 10-May-2019

Digitally signed by KARAN AGGARWAL  
Date: 2019.05.10 13:46:32 +05:30  
Reason: Offer Letter  
Location: Mumbai

**ICICI Bank Limited**  
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Regd. Office : ICICI Bank Tower,  
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Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

Reference No. - 1383796091

Applicant ID - 3737733

24-May-2019

**Harsha Ananda Raut**

Dear Harsha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

**ICICI Bank Limited**

ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

Reference No. - 1383832732  
Applicant ID - 3736119

10-May-2019

Ladkat Vaishnavi

Dear Vaishnavi,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832732

Applicant ID - 3736119

10-May-2019

Dear Vaishnavi,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

Reference No. - 1383832732

Ladkat Vaishnavi

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

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- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

:3:

**Reference No. - 1383832732**

Ladkat Vaishnavi

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
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      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1383832732

Ladkat Vaishnavi

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant



**Reference No. - 1383832732**

Ladkat Vaishnavi

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

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- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

Reference No. - 1383832732

Ladkat Vaishnavi

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
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### JOINING FORMALITIES

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**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**
**Name :** Ladkat Vaishnavi

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 10-May-2019

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

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 Old Padra Road,  
 Vadodara 390 007, India.

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383839844  
Applicant ID - 3625325

24-May-2019

Vijaykumar Swami

Dear Vijaykumar,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

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37

29



PRIVATE AND CONFIDENTIAL

Reference No. - 1383832733  
Applicant ID - 3735587

10-May-2019

Prachi Dhage

Dear Prachi,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383832734

Applicant ID - 3735443

10-May-2019

**Prajakta Sanjay Nigade**

Dear Prajakta,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832734

Applicant ID - 3735443

10-May-2019

Prajakta Sanjay Nigade

Dear Prajakta,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - BANER ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



**Reference No. - 1383832734**

Prajakta Sanjay Nigade

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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**Reference No. - 1383832734**

Prajakta Sanjay Nigade

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**Reference No. - 1383832734**

Prajakta Sanjay Nigade

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGER

Digitally signed by JAISEE SUNIL MEHTA  
Date: 2019.05.10 13:57:53 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1383832734**

Prajakta Sanjay Nigade

**Annexure:**

## Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

## Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

## Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**ICICI Bank Limited**ICICI Bank Towers  
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CIN.: L65190GJ1994PLC021012Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1383832734**

Prajakta Sanjay Nigade

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by JAISEE SUNIL  
MEHTA  
Date: 2019.05.10 13:57:53 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
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Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1383832734

Applicant ID - 3735443

10-May-2019

Prajakta Sanjay Nigade

Dear Prajakta,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - BANER ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

**ICICI Bank Limited**  
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PRIVATE AND CONFIDENTIAL

**Reference No. - 1383832734**

**Applicant ID - 3735443**

10-May-2019

Prajakta Sanjay Nigade

Dear Prajakta,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832734

Prajakta Sanjay Nigade

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

JAISEE MEHTA  
CHIEF MANAGER

Digitally signed by JAISEE SUNIL MEHTA  
Date: 2019.05.10 13:57:53 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant



**Reference No. - 1383832734**

Prajakta Sanjay Nigade

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1383832734**

Prajakta Sanjay Nigade

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**Reference No. - 1383832734**

Prajakta Sanjay Nigade

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**Reference No. - 1383832734**

Prajakta Sanjay Nigade

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by JAISEE SUNIL  
MEHTA  
Date: 2019.05.10 13:57:53 +05:30  
Reason: Offer Letter  
Location: Mumbai

Signature of Applicant

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**
**Name :** Prajakta Sanjay Nigade

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 10-May-2019

Digitally signed by JAISEE SUNIL MEHTA

Date: 2019.05.10 13:57:53 +05:30

Reason: Offer Letter

Location: Mumbai

**ICICI Bank Limited**  
 ICICI Bank Towers  
 Bandra-Kurla Complex  
 Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
 Fax: (91-22) 2653 1122  
 Website www.icicibank.com  
 CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
 Near Chakli Circle,  
 Old Padra Road,  
 Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

31

**Reference No. - 1383832730**  
**Applicant ID - 3736118**

10-May-2019

Shaikh Hina

Dear Hina,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832730

Applicant ID - 3736118

10-May-2019

Shaikh Hina

Dear Hina,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XI<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**
**Name :** Shaikh Hina

**Position:** Assistant Manager

**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 10-May-2019

PRIVATE AND CONFIDENTIAL

Reference No. - 1383832730  
Applicant ID - 3736127

10-May-2019

Shinde Rameshwar

Dear Rameshwar,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832730

Applicant ID - 3736127

10-May-2019

Dear Rameshwar ,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

Reference No. - 1383832730

Shinde Rameshwar

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1383832730**

Shinde Rameshwar

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
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  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

Reference No. - 1383832730

Shinde Rameshwar

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

Reference No. - 1383832730

Shinde Rameshwar

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.



**Reference No. - 1383832730**

Shinde Rameshwar

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

PRIVATE AND CONFIDENTIAL

Reference No. - 1383832730  
Applicant ID - 3736174

10-May-2019

Pawar Dipali

Dear Dipali,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832730

Applicant ID - 3736174

10-May-2019

Pawar Dipali

Dear Dipali,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

:2:

Reference No. - 1383832730

Pawar Dipali

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

:3:

**Reference No. - 1383832730**

Pawar Dipali

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
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- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of

a) Any breach of the conditions mentioned in this letter on your part

b) Any incorrect information furnished by you like:

- Mismatch in your previous employment data even for a day
- Mismatch in your previous pay slip
- Fake qualification certificates etc; and

c) Suppression of any material information by you.

d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

:4:

Reference No. - 1383832730

Pawar Dipali

• **General:**

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- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1383832730**

Pawar Dipali

**Annexure:**

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,86,000/- (Rupees One Lakh Eighty Six Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

Reference No. - 1383832730

Pawar Dipali

**Benefits:**

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

PRIVATE AND CONFIDENTIAL

Reference No. - 1383832730  
Applicant ID - 3736187

10-May-2019

Mhalunge Rajashree

Dear Rajashree,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

Reference No. - 1383832730

Applicant ID - 3736187

10-May-2019

Mhalunge Rajashree

Dear Rajashree,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in SALARY at PUNE - KONDHWA MAIN ROAD\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

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:2:

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**Reference No. - 1383832730**

Mhalunge Rajashree

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Reference No. - 1383832730

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Yours sincerely,

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- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

**Reference No. - 1383832730**

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**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
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Signature of Applicant



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  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

**Name :** Mhalunge Rajashree  
**Position:** Assistant Manager  
**Group:** RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
Supplementary Allowance *	15,500	1,86,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>23,550</b>	<b>2,82,600</b>
Retirals		
Retirals (PF, Gratuity) ***	1,423	17,076
<b>Total CTC</b>	<b>24,973</b>	<b>2,99,676</b>
Performance Linked Retention Pay #	2,250	27,000
<b>Total (incl PLRP)</b>	<b>27,223</b>	<b>3,26,676</b>

\* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

\*\*\* Company contribution towards PF is 12% and Gratuity is 8.33%

#Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

**Date:** 10-May-2019



PRIVATE AND CONFIDENTIAL

Reference No. - 1383841082

Applicant ID - 3736106

24-May-2019

Sanket Jayshing Pawar

Dear Sanket,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

PRIVATE AND CONFIDENTIAL

Reference No. - 1383832731

Applicant ID - 3736118

10-May-2019

Karale Minal

Dear Minal,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

PRIVATE AND CONFIDENTIAL

Reference No. - 1383799493  
Applicant ID - 3735919

29-May-2019

Ritu Pangarkar

Dear Ritu,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : mansi.gandhi@icicibank.com

Telephone No. :

Yours sincerely,

MANSI GANDHI

HDFC Bank Ltd.

March 28, 2019

Applicant No.52792483

Name : Krishna Ansiram Wankhede		
Grade : Trainee		
Vertical : RETAIL BRANCH BANKING		
Location : Pune		
Contact No : 9420881125		
	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.



HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

HDFC Bank Ltd.

March 28, 2019

Applicant No.52792539

Name : Jayashree Shree Khodke		
Grade : Trainee		
Vertical : RETAIL BRANCH BANKING		
Location : Pune		
Contact No : 7741089082		
	Per Month (Rs)	Per Annum (Rs)
Base	7,500	90,000
Other Allowance	12,840	1,54,080
City Allowance *	1,250	15,000
Medical	1,250	15,000
Conveyance	1,600	19,200
Lunch Allowance	910	10,920
Provident Fund		10,800
Gross	25,350	3,15,000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

Applicant No. 52792539

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[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618



HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

Personal & Confidential

March 28, 2019

52792539

Jayashree Shree Khodke

Pune

Dear Jayashree,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **RBB-PERSONAL BANKER** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	: Rs. 90,000/- p.a.
Allowance	: Rs. 1,54,080/- p.a.
Medical	: Rs. 15,000/- p.a.
Conveyance	: Rs. 19,200/- p.a.
Lunch Allowance	: Rs. 10,920/- p.a.
Provident Fund	: You will be covered under the Bank's Provident Fund Trust. The Bank will contribute 12% of your Base salary per month to this trust.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Pune**. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

Applicant No. 52792539

2

[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618





HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

**Secrecy:**

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

**Alternative Employment:**

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CHRO provided the nature of work is such that she may work from home.

**Creche facility:**

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices /locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

Applicant No. 52792539

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Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618



HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

- a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.
- b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.
- c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the issuance of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED

( Digitally Signed by Archana Shiroor.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by HDFC Bank Ltd -  
Human Resources - Archana Shiroor  
Date: 2019.03.28 10:18:47 +05:30

Applicant No. 52792539

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Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618

11031  
117  
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HDFC Bank Ltd.

08-Jun-2018

Applicant No.52210839

Name : <b>KOMAL SUNIL HAJARE</b>		
Grade : Trainee		
Vertical : PHONEBANKING		
Location : PUNE		
Contact No : 8007731203		
	Per Month (Rs)	Per Annum (Rs)
Base	7500	90000
Other Allowance	12840	154080
City Allowance *	1250	15000
Medical	1250	15000
Conveyance	1600	19200
Lunch Allowance	910	10920
Provident Fund		10800
Gross	25350	<b>315000</b>

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

**Personal & Confidential**

08-Jun-2018

52210839

KOMAL SUNIL HAJARE

PUNE

Dear KOMAL,

Further to the interview and discussion you had with us, we are pleased to offer you the position of VIRTUAL RM -PBK in HDFC Bank subject to the following terms and conditions:

**Compensation:**

Your annual compensation package will be as set out below:

Base salary	: Rs. 90000/- p.a.
Allowance	: Rs. 154080/- p.a.
Medical	: Rs. 15000/- p.a.
Conveyance	: Rs. 19200/- p.a.
Lunch Allowance	: Rs. 10920/- p.a.
Provident Fund	: You will be covered under the Bank's Provident Fund Trust. The Bank will contribute 12% of your Base salary per month to this trust.

**Training Period:**

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

**Location:**

Your initial place of posting will be PUNE. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

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HDFC Bank Ltd.

08-Jun-2018

Applicant No.52210838

Name : SARDESAI OMKAR HEMANT		
Grade : Trainee		
Vertical : PHONEBANKING		
Location : PUNE		
Contact No : 9007431205		
	Per Month (Rs)	Per Annum (Rs)
Base	7500	90000
Other Allowance	12840	154080
City Allowance *	1250	15000
Medical	1250	15000
Conveyance	1600	19200
Lunch Allowance	910	10920
Provident Fund		10800
Gross	25350	315000

Note: City Allowance - Linked to place of posting.

Welcome to the HDFC Bank family.

**Personal & Confidential**

08-Jun-2018

52210838

SARDESAI OMKAR HEMANT

PUNE

**Dear OMKAR,**

Further to the interview and discussion you had with us, we are pleased to offer you the position of VIRTUAL RM -PBK in HDFC Bank subject to the following terms and conditions:

**Compensation:**

Your annual compensation package will be as set out below:

Base salary	: Rs. 90000/- p.a.
Allowance	: Rs. 154080/- p.a.
Medical	: Rs. 15000/- p.a.
Conveyance	: Rs. 19200/- p.a.
Lunch Allowance	: Rs. 10920/- p.a.
Provident Fund	: You will be covered under the Bank's Provident Fund Trust. The Bank will contribute 12% of your Base salary per month to this trust.

**Training Period:**

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

**Location:**

Your initial place of posting will be PUNE. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

**Termination of Contract:**

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

**Secrecy:**

It is a condition of your training that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your training with the Bank.

**Alternative Employment:**

During the course of your training with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank.

**Maternity Benefits:**

a) All women employees of the Bank, irrespective of their tenure shall be eligible for Maternity Leave. The Bank shall allow 26 weeks of paid Maternity leave to its women employees, of which, not more than 8 weeks to precede the date of her expected delivery. The maximum period entitled for maternity benefit by a woman having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

b) The employee shall be also eligible for leave with pay for a period of 6 weeks in the event of a miscarriage or medical termination of pregnancy.

c) In case of tubectomy operation, a woman employee is entitled for leave for a period of 2 weeks immediately following the day of her tubectomy operation.

d) The Bank shall additionally provide leave with pay for a maximum period of one month for illness arising out of Pregnancy, delivery, premature birth of the child, miscarriage, medical termination of pregnancy or tubectomy. This benefit is allowed subject to production of Medical Certificate.

e) A woman employee who legally adopts a child below the age of three months or a commissioning mother, shall be entitled to maternity leave with pay for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The maximum period of maternity leave entitled to a woman employee legally adopting a child of over three months old and below the age of 6 years shall be eight weeks.

f) In cases where a woman employee is not able to resume her duties at the end of Maternity Leave on account of medical / health reasons, she may be allowed to work from home for a period not exceeding 30 days subject to approval of concerned Group Head and CPO provided the nature of work is such that she may work from home.

**Crèche facility:**

a) The Bank will provide crèche facility in line with regulatory guidelines. The offices / locations where such facilities would be made available and the applicable terms and conditions would be notified in the Employee Portal of the Bank.

**Conditions Precedent:**

The offer is made to you subject to the following pre-conditions:

a) The Bank receiving attested copies of all your degrees, professional qualifications certificates and documents of scholarships/prizes won, if any.

b) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing for which you have been interviewed and offered.

c) The Self Declaration given by you in respect of your medical fitness is in order.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.





HDFC Bank Limited  
HDFC Bank House,  
Senapati Bapat Marg,  
Lower Parel (West),  
Mumbai - 400 013.

Kindly note that you are required to join the Bank as per the joining date agreed basis our discussion not exceeding 90 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 90 days from the date of this letter.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC BANK LIMITED,

( Digitally Signed by R Gandhi.)

This communication is computer generated and may not contain signature. Where sent by email, this is signed with the digital signature of the HDFC Bank Ltd - which is obtained from a certifying authority under the Information Technology Act, 2000.

Digitally signed by HDFC BANK LTD -  
HUMAN RESOURCES - R GANDHI  
Date: 2018.06.08 18:57:00 +05:30

Applicant No. 52210839

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[www.hdfcbank.com](http://www.hdfcbank.com)

Regd. Office: HDFC Bank Ltd., HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013.

Corporate Identity No.: L65920MH1994PLC080618



Emagine People Solutions Private Ltd.  
1201, B-Wing, ONE BKC,  
"G" Block, Bandra-Kurla Complex,  
Bandra (E.),  
Mumbai – 400 051.  
Tel: 022-2675 2200  
Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

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Ref: Emagine/Emp/Con/12/18  
Private & Confidential

December 03, 2018

**Dange Samruddhi Suresh,**  
Pune

Dear Samruddhi,

We are glad to offer you an appointment with Emagine People Solutions Private Limited (Emagine) as per the following terms and conditions.

**Location:** You will initially be based at our Pune office. However, the management reserves the right to transfer your services to any other location at its sole discretion.

**Title and duties:** You will be designated as Management Trainee. You will be advised on your duties and responsibilities by the management from time to time.

Your total fixed compensation for the year will be 3,00,000/- per annum. The break-up of 3,00,000/- is attached herewith in separate Annexure.

**Performance Bonus:** You will be eligible for an annual performance bonus subject to your individual and corporate performance. Your evaluation is based on performance parameters discussed and agreed from time to time. The decision of the management with respect to performance bonus will be final and binding on

**Tax:** You yourself are liable to pay all personal income taxes levied on income derived from employment with Emagine. Although Emagine will make every effort to deduct tax at source on all payments made to you, the final responsibility for correct and timely payment of tax to the government rests with yourself.

**Working hours:** The Company will be working 6 days a week. You will be expected to attend the office during normal working hours with half hour recess for lunch, and to work such other hours as may be reasonably required to complete your business duties.

**Retirement:** You will automatically retire on attaining the age of 55 years. You may be retired earlier if found medically unfit.



Emagine People Solutions Private Ltd.  
1201, B-Wing, ONE BKC,  
"G" Block, Bandra-Kurla Complex,  
Bandra (E.),  
Mumbai – 400 051.  
Tel: 022-2675 2200  
Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

**Exclusiveness of employment:** You shall not undertake any other business or profession or be a director, employee or agent of any other company, firm or person or assist or have any financial interest in any other business or profession (whether whole-time or part-time)

**Termination:** This contract of employment between you and Emagine may be terminated by either party, giving notice in writing for 90 days or payment of salary in lieu thereof. However, Emagine reserves the right to terminate your employment without notice on grounds of policy, misconduct or unsatisfactory performance.

Absence for a continuous period of eight days without prior approval of your superior can lead to your services being terminated without notice or explanation.

For six months after termination, you will not directly or indirectly solicit or endeavor to entice away from Emagine any of its clients. On acceptance of this contract you will be required to sign a detailed non solicit and non compete agreement with Emagine.

**Confidentiality:** You are bound to observe absolute secrecy, both during the term of this contract of employment and after its termination, with regard to all that which may come to your attention during your term of employment with Emagine about the business of the organization, its subsidiaries, affiliated, associated and related companies and business clients. All letters, documents, files, etc related to the activities of the organization are the property of Emagine and at the time of termination of service with Emagine any such letters, documents, files, etc., must be returned to Emagine.

The terms of this offer, including, without limitation, the compensation offered to you, are strictly confidential and are not to be disclosed to anyone prior to or during your employment with Emagine except that you may disclose such information to your spouse, your attorney and your accountant, provided that they likewise agree to maintain the confidentiality of this offer. Your failure to preserve the confidentiality of this offer shall be 'cause' for termination as that term is utilized herein.

**Compliance:** You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. Any violation of these or any other company procedures can result in disciplinary action being taken against you, which may result in termination of employment with or without notice.

**Terms of Service:** This contract is subject to the terms of service as applicable to employees of Emagine India as may be in force from time to time, and which can be amended by Emagine at its absolute discretion without prior notice to you and without assigning any reason thereof

**Jurisdiction:** This contract shall be subject to the jurisdiction of courts in Mumbai to the exclusion of all other courts.



Emagine People Solutions Private Ltd.  
1201, B-Wing, ONE BKC,  
"G" Block, Bandra-Kurla Complex,  
Bandra (E.),  
Mumbai – 400 051.  
Tel: 022-2675 2200  
Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

This appointment is subject to clearance of your background verification.

You are expected to join the organization not later than December 14, 2018.

Kindly sign and return a copy of this letter. Please initial each page of this contract in acceptance of terms set out herein.

We welcome you and wish you every success in your career with Emagine People Solutions.

Sincerely

**For Emagine People Solutions Private Limited**

A handwritten signature in black ink, appearing to read "Y. Sreenivasa Rao".

**Y. Sreenivasa Rao**  
**Chief Executive Officer**

I hereby certify that I have read the above contract and accept its terms.

**Dange Samruddhi Suresh**



Emagine People Solutions Private Ltd.  
1201, B-Wing, ONE BKC,  
"G" Block, Bandra-Kurla Complex,  
Bandra (E.),  
Mumbai – 400 051.  
Tel: 022-2675 2200  
Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

December 03, 2018

Dange Samruddhi  
Suresh Management  
Trainee Pune

Dear Samruddhi,

**Sub.: Non-Solicit & Non-Compete Agreement**

This is an addendum to our letter of offer issued to you vide ref. no. Emagine/Emp/Con/12/18 dated December 03, 2018 for your employment with us.

Please find below "*Non-Solicit & Non-Compete Agreement*" for the employees of Emagine People Solutions Private Ltd.

**Confidential Information**

In the course and for the sole purpose of your employment with the Company, you will receive or have available to you certain information and material which at all times is to remain the property of the Company and which will include confidential information relating to the business, affairs and operations of the Company, business cards issued to you by the company, business cards received from clients of the company, diaries, client details, sales and marketing information, financial and accounting details, remuneration package of yourself and other employees, consultants or directors of the company, its subsidiaries, related bodied corporate and associates, and other business or financial information ("Confidential Information").

Without limitation to the foregoing, Confidential Information also includes:

- Business plans, research, development and survey information
- Customer, staff and all other training manuals and product policy manuals.
- Contracts, agreements and retainers including vacancies, contracts or assignments that has been mentioned verbally, in writing or are otherwise in the process of being implemented.
- Clients lists, candidate files and associated information.
- Any other information or data which you may be given or which may come to your knowledge during the course of your employment and which you are told or which is apparent from its nature and content is or would reasonably be expected to be confidential.
- Any recommendation or reports of the Company or any of its consultants or agents in connection with the same.

Whether such information is:-



Emagine People Solutions Private Ltd.  
1201, B-Wing, ONE BKC,  
"G" Block, Bandra-Kurla Complex,  
Bandra (E.),  
Mumbai – 400 051.  
Tel: 022-2675 2200  
Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

- Oral, written, recorded or stored by electronic, magnetic, electromagnetic or other form, process or otherwise or in a machine readable form; or
- Originated or obtained by, or coming into possession, custody, control or knowledge of, the Company either alone or jointly.

The confidential information and all records, documents, accounts, correspondence, papers of every description including copies of extracts from the same whether relating to the affairs or business of the Company or any subsidiary, related body corporate or associate or not which may come into your possession in the course and by reason of your employment with the Company whether or not the same was originally supplied by the Company ("Company's Documents") are to be kept by you in strict confidence and used solely for the purpose of carrying out the tasks and obligations of your employment.

You shall not at any time (other than for the proper performance of your duties as an employee) disclose, divulge, communicate or publish or make available in any way to any person any of the confidential Information to any third party, and you shall not at any time for your own benefit or the benefit of any other person, directly or indirectly take advantage of, use or in any way exploit the Confidential Information.

You shall take all reasonable steps to preserve the confidentiality of the confidential Information and you agree to indemnify and hold the company harmless from all losses, damages and expenses (including legal expenses) which the Company may incur or sustain as a result of any unauthorized use or disclosure of the Confidential Information by you.

The provisions of this agreement shall not apply to such Confidential Information which is at the time of execution thereof, or subsequently:

- Comes in public domain other than through your default; or
- Becomes available to you from a third party having the right to disclose it whose source is not directly or indirectly connected with us.

The obligations imposed upon you under this paragraph shall continue notwithstanding that you may cease to be an employee of the company.

At the termination of your employment with the company for whatever reason or upon request whichever occurs first, all Confidential Information and all the Company's Documents are to remain with, or as the case may be, returned to the Company and you are not to use or disclose to any person whatsoever any Confidential Information.

### **Post-Employment Obligations**

The Company does not intend to preclude you from obtaining alternative employment if you wish to leave. However, you acknowledge that during the course of your employment with the Company you have had access to and been entrusted with Confidential Information and trade secrets concerning the



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"G" Block, Bandra-Kurla Complex,  
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Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

Company's clients, potential clients and candidates. Such Confidential Information and trade secrets form a valuable part of the company's goodwill and assets that it is entitled to protect. For this reason, you agree to the following restrictions on your activities following the termination of your employment with the Company.

Unless you first obtain the written consent of the Company, during your notice period and for a period of six months following termination you covenant that you will not for your own benefit, or for the benefit of other:

- Save with the written consent of the Company (Such consent not to be unreasonably withheld) you shall not, and shall ensure that any corporation controlled by you or in which you have material beneficial interest shall not, whether alone or jointly with another and whether directly or indirectly, carry on, be engaged or concerned in, be interested in, any business which competes with any business now carried on by us or any of our related corporations;
- Perform any work or services for any client of the Company, or induce, solicit or entice (or attempt to induce, solicit or entice) any client of the Company to use the services of any person or entity in direct competition with the Company or to terminate or not renew any contract with the Company or a Related Entity; or
- Induce, solicit or entice (or attempt to induce, solicit or entice) any director, manager, officer, staff member, servant, agent, contractor or supplier of the Company or a Related Entity to leave their employment or terminate or not renew any contract with the Company or a Related Entity.

In this sub-paragraph, "Client of the Company" means any person or entity that is or has been a client or candidates of the Company or the Group, during your employment, with whom you have had contact or dealing in the period up to and including the twelve months prior to termination of your employment.

You acknowledge that these obligations are not greater than are reasonably necessary to protect the Company and the Group in relation to the goodwill of the business and in consideration of the benefits to be derived by you from your employment.

Each of the above covenants shall be read and construed independently of the other so that if one or both should be held to be invalid for any reason then:

- The remaining covenant shall be valid to the extent it is not held to be invalid.
- If such covenants would have been valid if part of the wording had been deleted, or the period reduced, or the range of activities reduced in scope, such covenants shall apply with such modifications as may be necessary to make them valid and effective.



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In this sub-paragraph reference to "Group" means any entity forming part of the Emagine People Solutions Private Ltd.

Please sign a copy of this document on every page and return to us for our records.

A handwritten signature in black ink, appearing to read "Y. Sreenivasa Rao".

**Y. Sreenivasa Rao**  
Chief Executive Officer

**Dange Samruddhi Suresh**  
Management Trainee





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**Annexure**

Components	Monthly Amount	Annual Amount
Basic	8,750	1,05,000
House Rent Allowance	4,375	52,500
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
LTA		-
Telephone Reimbursement	1,000	12,000
Meal Coupons	2,000	24,000
Other Allowance	4,975	59,700
Emagine Allowance	-	0
PF	1,050	12,600
<b>Gross</b>	<b>25,000</b>	<b>3,00,000</b>

Candidate Name	Aadhaar Card Details	Pan-Card Number
Dange Samruddhi Suresh	9145 1997 8175	FMIPS4436R

- Copies of above to be submitted



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Ref: Emagine/Emp/Con/12/18  
Private & Confidential

December 03, 2018

**Rajeshirke Rutuja Surendra,**  
Pune

Dear Rutuja,

We are glad to offer you an appointment with Emagine People Solutions Private Limited (Emagine) as per the following terms and conditions.

**Location:** You will initially be based at our Pune office. However, the management reserves the right to transfer your services to any other location at its sole discretion.

**Title and duties:** You will be designated as Management Trainee. You will be advised on your duties and responsibilities by the management from time to time.

Your total fixed compensation for the year will be 3,00,000/- per annum. The break-up of 3,00,000/- is attached herewith in separate Annexure.

**Performance Bonus:** You will be eligible for an annual performance bonus subject to your individual and corporate performance. Your evaluation is based on performance parameters discussed and agreed from time to time. The decision of the management with respect to performance bonus will be final and binding on

**Tax:** You yourself are liable to pay all personal income taxes levied on income derived from employment with Emagine. Although Emagine will make every effort to deduct tax at source on all payments made to you, the final responsibility for correct and timely payment of tax to the government rests with yourself.

**Working hours:** The Company will be working 6 days a week. You will be expected to attend the office during normal working hours with half hour recess for lunch, and to work such other hours as may be reasonably required to complete your business duties.

**Retirement:** You will automatically retire on attaining the age of 55 years. You may be retired earlier if found medically unfit.



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**Exclusiveness of employment:** You shall not undertake any other business or profession or be a director, employee or agent of any other company, firm or person or assist or have any financial interest in any other business or profession (whether whole-time or part-time)

**Termination:** This contract of employment between you and Emagine may be terminated by either party, giving notice in writing for 90 days or payment of salary in lieu thereof. However, Emagine reserves the right to terminate your employment without notice on grounds of policy, misconduct or unsatisfactory performance.

Absence for a continuous period of eight days without prior approval of your superior can lead to your services being terminated without notice or explanation.

For six months after termination, you will not directly or indirectly solicit or endeavor to entice away from Emagine any of its clients. On acceptance of this contract you will be required to sign a detailed non solicit and non compete agreement with Emagine.

**Confidentiality:** You are bound to observe absolute secrecy, both during the term of this contract of employment and after its termination, with regard to all that which may come to your attention during your term of employment with Emagine about the business of the organization, its subsidiaries, affiliated, associated and related companies and business clients. All letters, documents, files, etc related to the activities of the organization are the property of Emagine and at the time of termination of service with Emagine any such letters, documents, files, etc., must be returned to Emagine.

The terms of this offer, including, without limitation, the compensation offered to you, are strictly confidential and are not to be disclosed to anyone prior to or during your employment with Emagine except that you may disclose such information to your spouse, your attorney and your accountant, provided that they likewise agree to maintain the confidentiality of this offer. Your failure to preserve the confidentiality of this offer shall be 'cause' for termination as that term is utilized herein.

**Compliance:** You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. Any violation of these or any other company procedures can result in disciplinary action being taken against you, which may result in termination of employment with or without notice.

**Terms of Service:** This contract is subject to the terms of service as applicable to employees of Emagine India as may be in force from time to time, and which can be amended by Emagine at its absolute discretion without prior notice to you and without assigning any reason thereof

**Jurisdiction:** This contract shall be subject to the jurisdiction of courts in Mumbai to the exclusion of all other courts.



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This appointment is subject to clearance of your background verification.

You are expected to join the organization not later than December 14, 2018.

Kindly sign and return a copy of this letter. Please initial each page of this contract in acceptance of terms set out herein.

We welcome you and wish you every success in your career with Emagine People Solutions.

Sincerely

**For Emagine People Solutions Private Limited**

A handwritten signature in black ink, appearing to be "Y. Sreenivasa Rao".

**Y. Sreenivasa Rao**  
Chief Executive Officer

I hereby certify that I have read the above contract and accept its terms.

**Rajeshirke Rutuja Surendra**



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December 03, 2018

Rajeshirke Rutuja  
Surendra Management  
Trainee Pune

Dear Rutuja,

**Sub.: Non-Solicit & Non-Compete Agreement**

This is an addendum to our letter of offer issued to you vide ref. no. Emagine/Emp/Con/12/18 dated December 03, 2018 for your employment with us.

Please find below "*Non-Solicit & Non-Compete Agreement*" for the employees of Emagine People Solutions Private Ltd.

**Confidential Information**

In the course and for the sole purpose of your employment with the Company, you will receive or have available to you certain information and material which at all times is to remain the property of the Company and which will include confidential information relating to the business, affairs and operations of the Company, business cards issued to you by the company, business cards received from clients of the company, diaries, client details, sales and marketing information, financial and accounting details, remuneration package of yourself and other employees, consultants or directors of the company, its subsidiaries, related bodied corporate and associates, and other business or financial information ("Confidential Information").

Without limitation to the foregoing, Confidential Information also includes:

- Business plans, research, development and survey information
- Customer, staff and all other training manuals and product policy manuals.
- Contracts, agreements and retainers including vacancies, contracts or assignments that has been mentioned verbally, in writing or are otherwise in the process of being implemented.
- Clients lists, candidate files and associated information.
- Any other information or data which you may be given or which may come to your knowledge during the course of your employment and which you are told or which is apparent from its nature and content is or would reasonably be expected to be confidential.
- Any recommendation or reports of the Company or any of its consultants or agents in connection with the same.

Whether such information is:-



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- Oral, written, recorded or stored by electronic, magnetic, electromagnetic or other form, process or otherwise or in a machine readable form; or
- Originated or obtained by, or coming into possession, custody, control or knowledge of, the Company either alone or jointly.

The confidential information and all records, documents, accounts, correspondence, papers of every description including copies of extracts from the same whether relating to the affairs or business of the Company or any subsidiary, related body corporate or associate or not which may come into your possession in the course and by reason of your employment with the Company whether or not the same was originally supplied by the Company ("Company's Documents") are to be kept by you in strict confidence and used solely for the purpose of carrying out the tasks and obligations of your employment.

You shall not at any time (other than for the proper performance of your duties as an employee) disclose, divulge, communicate or publish or make available in any way to any person any of the confidential Information to any third party, and you shall not at any time for your own benefit or the benefit of any other person, directly or indirectly take advantage of, use or in any way exploit the Confidential Information.

You shall take all reasonable steps to preserve the confidentiality of the confidential Information and you agree to indemnify and hold the company harmless from all losses, damages and expenses (including legal expenses) which the Company may incur or sustain as a result of any unauthorized use or disclosure of the Confidential Information by you.

The provisions of this agreement shall not apply to such Confidential Information which is at the time of execution thereof, or subsequently:

- Comes in public domain other than through your default; or
- Becomes available to you from a third party having the right to disclose it whose source is not directly or indirectly connected with us.

The obligations imposed upon you under this paragraph shall continue notwithstanding that you may cease to be an employee of the company.

At the termination of your employment with the company for whatever reason or upon request whichever occurs first, all Confidential Information and all the Company's Documents are to remain with, or as the case may be, returned to the Company and you are not to use or disclose to any person whatsoever any Confidential Information.

#### **Post-Employment Obligations**

The Company does not intend to preclude you from obtaining alternative employment if you wish to leave. However, you acknowledge that during the course of your employment with the Company you have had access to and been entrusted with Confidential Information and trade secrets concerning the



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Company's clients, potential clients and candidates. Such Confidential Information and trade secrets form a valuable part of the company's goodwill and assets that it is entitled to protect. For this reason, you agree to the following restrictions on your activities following the termination of your employment with the Company.

Unless you first obtain the written consent of the Company, during your notice period and for a period of six months following termination you covenant that you will not for your own benefit, or for the benefit of other:

- Save with the written consent of the Company (Such consent not to be unreasonably withheld) you shall not, and shall ensure that any corporation controlled by you or in which you have material beneficial interest shall not, whether alone or jointly with another and whether directly or indirectly, carry on, be engaged or concerned in, be interested in, any business which competes with any business now carried on by us or any of our related corporations;
- Perform any work or services for any client of the Company, or induce, solicit or entice (or attempt to induce, solicit or entice) any client of the Company to use the services of any person or entity in direct competition with the Company or to terminate or not renew any contract with the Company or a Related Entity; or
- Induce, solicit or entice (or attempt to induce, solicit or entice) any director, manager, officer, staff member, servant, agent, contractor or supplier of the Company or a Related Entity to leave their employment or terminate or not renew any contract with the Company or a Related Entity.

In this sub-paragraph, "Client of the Company" means any person or entity that is or has been a client or candidates of the Company or the Group, during your employment, with whom you have had contact or dealing in the period up to and including the twelve months prior to termination of your employment.

You acknowledge that these obligations are not greater than are reasonably necessary to protect the Company and the Group in relation to the goodwill of the business and in consideration of the benefits to be derived by you from your employment.

Each of the above covenants shall be read and construed independently of the other so that if one or both should be held to be invalid for any reason then:

- The remaining covenant shall be valid to the extent it is not held to be invalid.
- If such covenants would have been valid if part of the wording had been deleted, or the period reduced, or the range of activities reduced in scope, such covenants shall apply with such modifications as may be necessary to make them valid and effective.



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In this sub-paragraph reference to “Group” means any entity forming part of the Emagine People Solutions Private Ltd.

Please sign a copy of this document on every page and return to us for our records.

A handwritten signature in black ink, appearing to read "Y. Sreenivasa Rao".

**Y. Sreenivasa Rao**  
Chief Executive Officer

**Rajeshirke Rutuja Surendra**  
Management Trainee





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Annexure

Components	Monthly Amount	Annual Amount
Basic	8,750	1,05,000
House Rent Allowance	4,375	52,500
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
LTA		-
Telephone Reimbursement	1,000	12,000
Meal Coupons	2,000	24,000
Other Allowance	4,975	59,700
Emagine Allowance	-	0
PF	1,050	12,600
<b>Gross</b>	<b>25,000</b>	<b>3,00,000</b>

Candidate Name	Aadhaar Card Details	Pan-Card Number
Rajeshirke Rutuja Surendra	7545 1997 8132	KMIPS4436P

- Copies of above to be submitted



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Ref: Emagine/Emp/Con/12/18  
Private & Confidential

December 03, 2018

Arisha Shaikh,  
Pune

Dear Arisha,

We are glad to offer you an appointment with Emagine People Solutions Private Limited (Emagine) as per the following terms and conditions.

**Location:** You will initially be based at our Pune office. However, the management reserves the right to transfer your services to any other location at its sole discretion.

**Title and duties:** You will be designated as Management Trainee. You will be advised on your duties and responsibilities by the management from time to time.

Your total fixed compensation for the year will be 3,00,000/- per annum. The break-up of 3,00,000/- is attached herewith in separate Annexure.

**Performance Bonus:** You will be eligible for an annual performance bonus subject to your individual and corporate performance. Your evaluation is based on performance parameters discussed and agreed from time to time. The decision of the management with respect to performance bonus will be final and binding on

**Tax:** You yourself are liable to pay all personal income taxes levied on income derived from employment with Emagine. Although Emagine will make every effort to deduct tax at source on all payments made to you, the final responsibility for correct and timely payment of tax to the government rests with yourself.

**Working hours:** The Company will be working 6 days a week. You will be expected to attend the office during normal working hours with half hour recess for lunch, and to work such other hours as may be reasonably required to complete your business duties.

**Retirement:** You will automatically retire on attaining the age of 55 years. You may be retired earlier if found medically unfit.



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CIN: U74999MH2017PTC291882

**Exclusiveness of employment:** You shall not undertake any other business or profession or be a director, employee or agent of any other company, firm or person or assist or have any financial interest in any other business or profession (whether whole-time or part-time)

**Termination:** This contract of employment between you and Emagine may be terminated by either party, giving notice in writing for 90 days or payment of salary in lieu thereof. However, Emagine reserves the right to terminate your employment without notice on grounds of policy, misconduct or unsatisfactory performance.

Absence for a continuous period of eight days without prior approval of your superior can lead to your services being terminated without notice or explanation.

For six months after termination, you will not directly or indirectly solicit or endeavor to entice away from Emagine any of its clients. On acceptance of this contract you will be required to sign a detailed non solicit and non compete agreement with Emagine.

**Confidentiality:** You are bound to observe absolute secrecy, both during the term of this contract of employment and after its termination, with regard to all that which may come to your attention during your term of employment with Emagine about the business of the organization, its subsidiaries, affiliated, associated and related companies and business clients. All letters, documents, files, etc related to the activities of the organization are the property of Emagine and at the time of termination of service with Emagine any such letters, documents, files, etc., must be returned to Emagine.

The terms of this offer, including, without limitation, the compensation offered to you, are strictly confidential and are not to be disclosed to anyone prior to or during your employment with Emagine except that you may disclose such information to your spouse, your attorney and your accountant, provided that they likewise agree to maintain the confidentiality of this offer. Your failure to preserve the confidentiality of this offer shall be 'cause' for termination as that term is utilized herein.

**Compliance:** You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures. Any violation of these or any other company procedures can result in disciplinary action being taken against you, which may result in termination of employment with or without notice.

**Terms of Service:** This contract is subject to the terms of service as applicable to employees of Emagine India as may be in force from time to time, and which can be amended by Emagine at its absolute discretion without prior notice to you and without assigning any reason thereof

**Jurisdiction:** This contract shall be subject to the jurisdiction of courts in Mumbai to the exclusion of all other courts.



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CIN: U74999MH2017PTC291882

This appointment is subject to clearance of your background verification.

You are expected to join the organization not later than December 14, 2018.

Kindly sign and return a copy of this letter. Please initial each page of this contract in acceptance of terms set out herein.

We welcome you and wish you every success in your career with Emagine People Solutions.

Sincerely

**For Emagine People Solutions Private Limited**

A handwritten signature in black ink, appearing to read "Y. Sreenivasa Rao".

**Y. Sreenivasa Rao**  
Chief Executive Officer

I hereby certify that I have read the above contract and accept its terms.

**Arisha Shaikh**



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CIN: U74999MH2017PTC291882

December 03, 2018

Arisha Shaikh  
Management Trainee  
Pune

Dear Arisha,

**Sub.: Non-Solicit & Non-Compete Agreement**

This is an addendum to our letter of offer issued to you vide ref. no. Emagine/Emp/Con/12/18 dated December 03, 2018 for your employment with us.

Please find below "Non-Solicit & Non-Compete Agreement" for the employees of Emagine People Solutions Private Ltd.

**Confidential Information**

In the course and for the sole purpose of your employment with the Company, you will receive or have available to you certain information and material which at all times is to remain the property of the Company and which will include confidential information relating to the business, affairs and operations of the Company, business cards issued to you by the company, business cards received from clients of the company, diaries, client details, sales and marketing information, financial and accounting details, remuneration package of yourself and other employees, consultants or directors of the company, its subsidiaries, related bodied corporate and associates, and other business or financial information ("Confidential Information").

Without limitation to the foregoing, Confidential Information also includes:

- Business plans, research, development and survey information
- Customer, staff and all other training manuals and product policy manuals.
- Contracts, agreements and retainers including vacancies, contracts or assignments that has been mentioned verbally, in writing or are otherwise in the process of being implemented.
- Clients lists, candidate files and associated information.
- Any other information or data which you may be given or which may come to your knowledge during the course of your employment and which you are told or which is apparent from its nature and content is or would reasonably be expected to be confidential.
- Any recommendation or reports of the Company or any of its consultants or agents in connection with the same.

Whether such information is:-



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- Oral, written, recorded or stored by electronic, magnetic, electromagnetic or other form, process or otherwise or in a machine readable form; or
- Originated or obtained by, or coming into possession, custody, control or knowledge of, the Company either alone or jointly.

The confidential information and all records, documents, accounts, correspondence, papers of every description including copies of extracts from the same whether relating to the affairs or business of the Company or any subsidiary, related body corporate or associate or not which may come into your possession in the course and by reason of your employment with the Company whether or not the same was originally supplied by the Company ("Company's Documents") are to be kept by you in strict confidence and used solely for the purpose of carrying out the tasks and obligations of your employment.

You shall not at any time (other than for the proper performance of your duties as an employee) disclose, divulge, communicate or publish or make available in any way to any person any of the confidential Information to any third party, and you shall not at any time for your own benefit or the benefit of any other person, directly or indirectly take advantage of, use or in any way exploit the Confidential Information.

You shall take all reasonable steps to preserve the confidentiality of the confidential Information and you agree to indemnify and hold the company harmless from all losses, damages and expenses (including legal expenses) which the Company may incur or sustain as a result of any unauthorized use or disclosure of the Confidential Information by you.

The provisions of this agreement shall not apply to such Confidential Information which is at the time of execution thereof, or subsequently:

- Comes in public domain other than through your default; or
- Becomes available to you from a third party having the right to disclose it whose source is not directly or indirectly connected with us.

The obligations imposed upon you under this paragraph shall continue notwithstanding that you may cease to be an employee of the company.

At the termination of your employment with the company for whatever reason or upon request whichever occurs first, all Confidential Information and all the Company's Documents are to remain with, or as the case may be, returned to the Company and you are not to use or disclose to any person whosoever any Confidential Information.

#### **Post-Employment Obligations**

The Company does not intend to preclude you from obtaining alternative employment if you wish to leave. However, you acknowledge that during the course of your employment with the Company you have had access to and been entrusted with Confidential Information and trade secrets concerning the



Emagine People Solutions Private Ltd.  
1201, B-Wing, ONE BKC,  
"G" Block, Bandra-Kurla Complex,  
Bandra (E.),  
Mumbai - 400 051.  
Tel: 022-2675 2200  
Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

Company's clients, potential clients and candidates. Such Confidential Information and trade secrets form a valuable part of the company's goodwill and assets that it is entitled to protect. For this reason, you agree to the following restrictions on your activities following the termination of your employment with the Company.

Unless you first obtain the written consent of the Company, during your notice period and for a period of six months following termination you covenant that you will not for your own benefit, or for the benefit of other:

- Save with the written consent of the Company (Such consent not to be unreasonably withheld) you shall not, and shall ensure that any corporation controlled by you or in which you have material beneficial interest shall not, whether alone or jointly with another and whether directly or indirectly, carry on, be engaged or concerned in, be interested in, any business which competes with any business now carried on by us or any of our related corporations;
- Perform any work or services for any client of the Company, or induce, solicit or entice (or attempt to induce, solicit or entice) any client of the Company to use the services of any person or entity in direct competition with the Company or to terminate or not renew any contract with the Company or a Related Entity; or
- Induce, solicit or entice (or attempt to induce, solicit or entice) any director, manager, officer, staff member, servant, agent, contractor or supplier of the Company or a Related Entity to leave their employment or terminate or not renew any contract with the Company or a Related Entity.

In this sub-paragraph, "Client of the Company" means any person or entity that is or has been a client or candidates of the Company or the Group, during your employment, with whom you have had contact or dealing in the period up to and including the twelve months prior to termination of your employment.

You acknowledge that these obligations are not greater than are reasonably necessary to protect the Company and the Group in relation to the goodwill of the business and in consideration of the benefits to be derived by you from your employment.

Each of the above covenants shall be read and construed independently of the other so that if one or both should be held to be invalid for any reason then:

- The remaining covenant shall be valid to the extent it is not held to be invalid.
- If such covenants would have been valid if part of the wording had been deleted, or the period reduced, or the range of activities reduced in scope, such covenants shall apply with such modifications as may be necessary to make them valid and effective.



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Email: [mumbai@ema-partners.com](mailto:mumbai@ema-partners.com)  
CIN: U74999MH2017PTC291882

In this sub-paragraph reference to "Group" means any entity forming part of the Emagine People Solutions Private Ltd.

Please sign a copy of this document on every page and return to us for our records.

A handwritten signature in black ink, appearing to be "Y. Sreenivasa Rao".

**Y. Sreenivasa Rao**  
Chief Executive Officer

**Arisha Shaikh**  
Management Trainee





Emagine People Solutions Private Ltd.  
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CIN: U74999MH2017PTC291882

Annexure

Components	Monthly Amount	Annual Amount
Basic	8,750	1,05,000
House Rent Allowance	4,375	52,500
Conveyance Allowance	1,600	19,200
Medical Reimbursement	1,250	15,000
LTA		-
Telephone Reimbursement	1,000	12,000
Meal Coupons	2,000	24,000
Other Allowance	4,975	59,700
Emagine Allowance	-	0
PF	1,050	12,600
<b>Gross</b>	<b>25,000</b>	<b>3,00,000</b>

Candidate Name	Aadhaar Card Details	Pan-Card Number
Arisha Shaikh	8140 1997 8174	FMIPS4436R

- Copies of above to be submitted



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A-742, LGF, Sushant Lok-I,  
Gurgaon-122002, Haryana, India  
T: +91 98188 44174

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**Shivani Bibave**

Date of Birth: 29<sup>th</sup> Oct 1996  
Permanent Address: A-8, Ganatra Complex,  
Survey no.566/16, Bibwewadi Kondhwa Road  
Opp.zala complex, Market yard  
pune-37

**Employment Agreement**

Dear Shivani Bibave,

With reference to your application and subsequent discussions with us, it is with great pleasure, that **MoneyWorks**. (hereafter referred as "Organisation") offers you the position of "**Relationship Manager**" at our **Pune Office**; (Office No.410, Amanora Chambers, Amanora, Magarpatta city Road, Hadapsar, Pune 411028) with effect from your date of joining **24<sup>th</sup> Nov, 2018**. On the date of your joining, you are required to get in touch with the undersigned. Please note that this appointment letter (along with Annexure I and Annexure II) is a **confidential** document and cannot be circulated to third parties without approval from the Organisation.

The details governing your service, compensation and service conditions are outlined below and in associated Annexure (I and II):

**1) Probation and Confirmation:**

You will be on probation for a period of six (6) months from the date of your taking up the assignment with us. This probation period may be extended based on your performance during this period. Probation period will not be considered completed satisfactorily until and unless a written confirmation is given to you from the organisation.

**2) Compensation :**

Your compensation package is worked out as per the compensation structure of the organisation. Please refer *Annexure I* for the detailed Compensation sheet. You shall be entitled to Annual Leaves according to organisation rules.

**3) Transfer/Deputation:**

*Your services are liable to be transferred or deputed, temporarily or permanently, to any of the units or branches of the organisation in India or abroad at the discretion of the management. In the event of your transfer / deputation, the rules relating to transfer / deputation will be applicable to you.*



**4) Confidentiality:**

- a) During the course of your employment with us, you will have access to certain vital information:

*Business Information* – Proprietary information, profit margins, business plans, strategies, know-how, copyrights, software, computer code or files, patents and policies.

*Customer-related Information* - Details of contacts with customers, customer lists, prospective customers, markets or other specialized information.

*Product / Services Information* - Information or data relating to the creation, development, implementation and marketing of any Organisation product or service or business operation; proposed products/services and their costs.

*Employee Information* - The identity of employees, their expertise and salaries

You will also be trained on various aspects of the job that you will be required to execute, including on-the-job training at the customer's premises, as and when required.

It is expressly understood that you shall not divulge or part with any such confidential information or documents to anyone other than those dealing with such matters in the organisation, nor will you reveal it in whole or part thereof, to anyone even after your leaving the services of the organisation. It is also agreed that in case of any event of parting of vital business information or information of confidential nature to a third party without proper authorization, the organisation shall have right to terminate the employment with immediate effect and take appropriate remedies including preventive actions in addition to claiming damages.

- b) During your tenure with the organisation, you shall not take up any part-time assignments, consultant, or advisory assignments (commercial or non-commercial), stake outside the organisation.
- c) You are liable to be bound by the security and confidentiality agreement between the Organisation and its clients.
- d) You may also be required to sign a separate confidentiality, non-disclosure and/or noncompete agreement or undertaking at the time of joining or separation from the Organisation or as and when required by the Organisation.

**5) Notice Period :**

- a) During probation period, you may terminate this employment agreement by giving in writing to the organisation one (1) month notice.
- b) After the successful completion of the probation period, you may terminate this employment agreement by giving in writing to the organisation two (2) months notice.
- c) If due to any exigency you cant serve the notice period as stipulated above, organisation at its own discretion may offer you to buy the notice period, i.e. you can return a sum equal to the pro-rated amount of salary (Gross CTC) which would have accrued to you for the remaining period of notice instead of serving the notice period. The final decision of minimum duration of the notice period to be served by you or giving notice period buy-out option lies with the organisation only.



- d) On receiving notice served by you to the Organisation on account of your resignation, if in the opinion of the Organisation it is prejudiced to its interest to continue your employment during notice period, the Organisation may at its discretion relieve you before expiry of the notice period and is not bound to give any reason thereof.
- e) In the event of your resignation from the organisation within three (3) months of your return from an overseas assignment undertaken for the purpose of knowledge transfer, business development or activities related to work at any India center, all expenses incurred for such overseas visits (including expenses incurred on travel and visa) will be paid by you to the organisation.

**6) Termination of Employment :**

- a) Your services can be terminated by the organisation with immediate effect, anytime during your service, on any of the below mentioned grounds without any notice or pay thereof:
- For non-performance in the assigned duties.
  - For indiscipline, misconduct, misappropriation, malpractice, misuse of organisation property, parting of vital business information or information of confidential nature to a third party without proper authorization
  - For any omissions, falsifications, misstatements or misrepresentations in the information/documents provided by you at the time of joining the organisation.
  - For continued absence from duty without information and authorization beyond three working days or continued ill health resulting in your absence from work for a period exceeding one month.
  - For your getting charged with a criminal offence under the Indian Criminal Procedure Code while in India, or under relevant statutes in the place of your posting. The organisation reserves the right to take such action as deemed fit to defend itself owing to your action and claim damages from you towards such liability including loss of reputation of organisation.
- b) You agree that during your employment with the Organisation or in case of separation from MoneyWorks, for a minimum period of two years from the date of separation, you shall not get employed / shall not provide any direct or indirect organisation / shall not indulge in any commercial dealings whatsoever with any of the MoneyWorks's Clients. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.
- c) You agree that in case of separation from MoneyWorks, you shall not solicit/hire/engage any MoneyWorks employee/associate/contractor for a minimum period of two years from the date of separation. During your employment with the organisation, you will not induce any employee or independent associate/contractor of the Organisation to cease such employment or relationship to engage in, be employed by, perform services for, participate in the ownership, management, control or operation of, or otherwise be connected with, either directly or indirectly, a Competing Business. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.



- d) You agree that during your employment with the Organisation or in case of separation from MoneyWorks, for a minimum period of two years from the date of separation, you will not, on behalf of yourself or on behalf of any other person, firm or corporation, call on or solicit in any manner any customer of the Organisation with which you have had any dealings of any kind or upon whom you called during the course of your employment with the Organisation for the purpose of doing business of the type done by the Organisation with such customer. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.

**7) General :**

- a) You will abide by the rules and regulations of the organisation, which are in existence at the time of your joining the organization, or as in force from time to time. You will not provide any wrong or false information to the organisation and thereby derive any financial or other benefits or advantages for yourself.
- b) You will also abide by all the statutes of the country. You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives etc. and the notification therein from time to time affecting or concerning directly or indirectly the Organisation or its business and affairs and in attending to the various duties assigned to you, from time to time, you will see that the same are duly observed and complied with and that no infringement of any kind of any of the laws, orders, rules, regulations, directives and other legal requirements brought into force by the Government is done.
- c) If you conceive any new or advanced methods of improving process/formulae/system in relation to the operation to the Organisation, such developments will be fully communicated to the Organisation and will be and remain the sole right/property of the Organisation.
- d) Touring/Travelling: You are liable to travel as required by the Organisation from time to time.
- e) You will be responsible for safe keeping and return in good condition and order of all the Organisation's property, Laptops/Desktops, Mobile handsets, Sim cards, Chargers, Equipments, Instruments and tools, Books etc. which may be given to you for your use, custody, care or charge. The Organisation has the right to deduct the money value of all such things from your salary and your dues and take any other action as the Organisation may see fit in the event of your failure to keep Organisation property to Organisation's satisfaction.
- f) Severability: If any term of this letter is deemed unenforceable, the other provisions and the remainder of the letter of appointment shall remain in full force and effect.
- g) On your taking up employment with us, you will have to produce the necessary certificates (10<sup>th</sup>/12<sup>th</sup> Marksheets and Passing Certificates, Graduation and Post Graduation Marksheets



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Gurgaon-122002, Haryana, India  
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and Degree Certificates, Passport, Driving License, Aadhar Card, PAN Card, All Past Employers documents (Last 3 months Salary slips, Offer Letters, Appraisal Letters, Relieving Certificates, Experience Certificates)) in original in support of your qualifications and age for the purpose of verification in addition to four (4) passport-size photographs. Your original documents will be returned to you after taking a photocopy of the same.

- h) This offer is contingent upon the receipt of satisfactory reference and verification of all the documents submitted by you and termination of employment may result from any omissions, falsifications, misstatements or misrepresentations even after your joining the organisation without any notice or pay thereof.

Please sign the duplicate copy of this letter indicating your acceptance to the offer of employment and give to the undersigned at the earliest. If you have any questions or queries regarding joining the organisation, please feel free to contact the undersigned.

Welcome to the MoneyWorks family and we look forward to a long, fruitful, happy and exciting association with you.

Warm Regards,

For MONEYWORKS

(Authorised Signatory)

I have read and clearly understood all the terms and conditions of employment offer and I agree to abide by them.

**(Shivani Bibave )**

Date: .....

Location: .....



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Gurgaon-122002, Haryana, India  
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## Annexure I

MoneyWorks

<b>Name</b>	Ms. Shivani Bibave
<b>Designation</b>	Relationship Manager

<b>Earnings</b>		<b>Monthly</b>	<b>Annually</b>
Basic	Rs.	12,500	1,50,000
House Rent Allowance	Rs.	5,000	60,000
Conveyance Allowance	Rs.	1,600	19,200
Medical Reimbursement	Rs.	1,250	15,000
Other Earnings	Rs.	4,650	55,800
<b>Total Earnings**</b>		<b>Rs. 25,000</b>	<b>3,00,000</b>



## **Annexure II**

"Organisation" refers to MoneyWorks

(This Annexure is the part of the Employment Agreement accepted by you and to be read along with the other conditions outlined in the same)

- 1. Data Ownership & Data Security Clause in addition to the Confidentiality Clause No. 5 mentioned in the employment agreement:** You agree that you understand that the work done in any organization always remains the Intellectual Property of that organization. All the data in Organisation present in any form on Organisation Computers, or as hard copies such as all the notebooks, papers, visiting cards, or in any other form used/provided for Organisation work are Organisation's property. You will not bring any data (in hardcopy or softcopy form) from the past organizations where you have worked inside the Organisation. Similarly, you will never take any data (in hardcopy or softcopy form) and all the data including (but not limited to) trackers, business development leads, Client/Candidates contacts, Organisation notebooks, all business cards etc. or any other information in any form outside the Organisation. You will work in Organisation on only Organisation provided serialised notebooks which should be submitted back to the Organisation in-case of Separation from the Organisation. If you are required to take this data (in any form) outside the premises of the office for official use, it should be done by taking prior permission from your Manager through an e-mail. You will not store any personal data on office computers.
- 2. Internet Usage:**
  - Personal work of any form on office computers is not allowed.
  - Usage of any form of Torrent Software and downloading any video or audio file for personal use is not allowed.
  - Personal Mail-ids, Social media sites and Messengers such as Gmail.com, Yahoo.com, Hotmail.com, Facebook, Twitter, Instagram, LinkedIn, Skype, Whatsapp etc. should be opened only if they are being used for official use.
  - Organisation will password protect your computer. You cannot change this password without your Manager's permission. You can disclose this password to your team members who require access to your machine. You can contact your Manager to access a machine for which you don't have the password but need to access its files for official use.
- 3. Telephone Usage:**
  - Using office phones for personal calls is not allowed.
  - You will keep a record (Date, Phone number, Candidate/Client's name and the Position) of all the ISD calls made by you in an Excel sheet.





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**4. Work Timings:**

- Official Work Timings are from 9:00 AM till 6:00 PM on every working day.
- You may also be required to attend duties on holidays/weekly off days as per exigencies of work. You are expected to be available for internal and client calls after office hours.
- Lunch break is of maximum 1 hour from 1:00 PM till 2:00 PM.
- For half-day pay-out minimum 5 hours log-in excluding lunch-break and for full-day pay-out minimum 9 hours log-in including lunch-break is a must.
- You may take leave only after obtaining prior permission from your Manager.

I have read and clearly understood all the terms and conditions of the Organisation and I agree to abide by them.

**(Shivani Bibave )**

Date: .....

Location: .....



Dnyaneshwar B. Rao Unawane &lt;placement@mmimert.edu.in&gt;

**Fwd: Appointment letter- MoneyWorks**

2 messages

soham pimpalgaonkar <sohampimpalgaonkar2017@imertpune.in>  
To: Yogini Kulkarni <placement@imertpune.in>

Thu, Nov 15, 2018 at 10:28 AM

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

From: Suchismita <suchi.smita@irekruit.in>  
Date: Wed 14 Nov, 2018, 11:12  
Subject: RE: Appointment letter- MoneyWorks  
To: soham pimpalgaonkar <sohampimpalgaonkar2017@imertpune.in>  
Cc: <charanjit@moneyworks.net.in>, <kumar.animesh@moneyworks.net.in>

Dear Candidate,

Further to our conversation, your joining date is on 26<sup>th</sup> Nov 2018, Monday**Reporting Time:** 10:00 AM

**Address:** MoneyWorks  
Office No.410, Amanora Chambers,  
Amanora, Magarpatta city Road,  
Hadapsar,Pune 411028

Kindly do revert me for any other clarifications on the same.

Thanks &amp; Regards,

Suchismita

7042212126

**From:** soham pimpalgaonkar <sohampimpalgaonkar2017@imertpune.in>  
**Sent:** 13 November 2018 15:24  
**To:** Suchismita <suchi.smita@irekruit.in>  
**Cc:** charanjit@moneyworks.net.in; kumar.animesh@moneyworks.net.in  
**Subject:** Re: Appointment letter- MoneyWorks

Hello sir/madam,

Please find the attached document, ignore the previous mail. Sorry for the inconvenience caused.

Thanks and regards,

Soham H Pimpalgaonkar.

On Mon 5 Nov, 2018, 17:33 Suchismita, &lt;suchi.smita@irekruit.in&gt; wrote:

Dear Soham ,



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Gurgaon-122002, Haryana, India  
T: +91 98188 44174

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16

**Soham H Pimpalgaonkar**  
Date of Birth: 8<sup>th</sup> March 1997  
Permanent Address: Soham Niwas, S/No-49,  
Rajeshree Colony, Lane no. 2  
Wadgaon Sheri, Pune-14

### Employment Agreement

Dear Soham H Pimpalgaonkar,

With reference to your application and subsequent discussions with us, it is with great pleasure, that **MoneyWorks**. (hereafter referred as "Organisation") offers you the position of "**Relationship Manager**" at our **Pune Office**; (Office No.410, Amanora Chambers, Amanora, Magarpatta city Road, Hadapsar, Pune 411028) with effect from your date of joining **24<sup>th</sup> Nov, 2018**. On the date of your joining, you are required to get in touch with the undersigned. Please note that this appointment letter (along with Annexure I and Annexure II) is a **confidential** document and cannot be circulated to third parties without approval from the Organisation.

The details governing your service, compensation and service conditions are outlined below and in associated Annexure (I and II):

#### **1) Probation and Confirmation:**

You will be on probation for a period of six (6) months from the date of your taking up the assignment with us. This probation period may be extended based on your performance during this period. Probation period will not be considered completed satisfactorily until and unless a written confirmation is given to you from the organisation.

#### **2) Compensation :**

Your compensation package is worked out as per the compensation structure of the organisation. Please refer *Annexure I* for the detailed Compensation sheet.

You shall be entitled to Annual Leaves according to organisation rules.

#### **3) Transfer/Deputation:**

*Your services are liable to be transferred or deputed, temporarily or permanently, to any of the units or branches of the organisation in India or abroad at the discretion of the management. In the event of your transfer / deputation, the rules relating to transfer / deputation will be applicable to you.*



**4) Confidentiality:**

- a) During the course of your employment with us, you will have access to certain vital information:

*Business Information* – Proprietary information, profit margins, business plans, strategies, know-how, copyrights, software, computer code or files, patents and policies.

*Customer-related Information* - Details of contacts with customers, customer lists, prospective customers, markets or other specialized information.

*Product / Services Information* - Information or data relating to the creation, development, implementation and marketing of any Organisation product or service or business operation; proposed products/services and their costs.

*Employee Information* - The identity of employees, their expertise and salaries

You will also be trained on various aspects of the job that you will be required to execute, including on-the-job training at the customer's premises, as and when required.

It is expressly understood that you shall not divulge or part with any such confidential information or documents to anyone other than those dealing with such matters in the organisation, nor will you reveal it in whole or part thereof, to anyone even after your leaving the services of the organisation. It is also agreed that in case of any event of parting of vital business information or information of confidential nature to a third party without proper authorization, the organisation shall have right to terminate the employment with immediate effect and take appropriate remedies including preventive actions in addition to claiming damages.

- b) During your tenure with the organisation, you shall not take up any part-time assignments, consultant, or advisory assignments (commercial or non-commercial), stake outside the organisation.
- c) You are liable to be bound by the security and confidentiality agreement between the Organisation and its clients.
- d) You may also be required to sign a separate confidentiality, non-disclosure and/or noncompete agreement or undertaking at the time of joining or separation from the Organisation or as and when required by the Organisation.

**5) Notice Period :**

- a) During probation period, you may terminate this employment agreement by giving in writing to the organisation one (1) month notice.
- b) After the successful completion of the probation period, you may terminate this employment agreement by giving in writing to the organisation two (2) months notice.
- c) If due to any exigency you cant serve the notice period as stipulated above, organisation at its own discretion may offer you to buy the notice period, i.e. you can return a sum equal to the pro-rated amount of salary (Gross CTC) which would have accrued to you for the remaining period of notice instead of serving the notice period. The final decision of minimum duration of the notice period to be served by you or giving notice period buy-out option lies with the organisation only.



- d) On receiving notice served by you to the Organisation on account of your resignation, if in the opinion of the Organisation it is prejudiced to its interest to continue your employment during notice period, the Organisation may at its discretion relieve you before expiry of the notice period and is not bound to give any reason thereof.
- e) In the event of your resignation from the organisation within three (3) months of your return from an overseas assignment undertaken for the purpose of knowledge transfer, business development or activities related to work at any India center, all expenses incurred for such overseas visits (including expenses incurred on travel and visa) will be paid by you to the organisation.

**6) Termination of Employment :**

- a) Your services can be terminated by the organisation with immediate effect, anytime during your service, on any of the below mentioned grounds without any notice or pay thereof:
- For non-performance in the assigned duties.
  - For indiscipline, misconduct, misappropriation, malpractice, misuse of organisation property, parting of vital business information or information of confidential nature to a third party without proper authorization
  - For any omissions, falsifications, misstatements or misrepresentations in the information/documents provided by you at the time of joining the organisation.
  - For continued absence from duty without information and authorization beyond three working days or continued ill health resulting in your absence from work for a period exceeding one month.
  - For your getting charged with a criminal offence under the Indian Criminal Procedure Code while in India, or under relevant statutes in the place of your posting. The organisation reserves the right to take such action as deemed fit to defend itself owing to your action and claim damages from you towards such liability including loss of reputation of organisation.
- b) You agree that during your employment with the Organisation or in case of separation from MoneyWorks, for a minimum period of two years from the date of separation, you shall not get employed / shall not provide any direct or indirect organisation / shall not indulge in any commercial dealings whatsoever with any of the MoneyWorks's Clients. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.
- c) You agree that in case of separation from MoneyWorks, you shall not solicit/hire/engage any MoneyWorks employee/associate/contractor for a minimum period of two years from the date of separation. During your employment with the organisation, you will not induce any employee or independent associate/contractor of the Organisation to cease such employment or relationship to engage in, be employed by, perform services for, participate in the ownership, management, control or operation of, or otherwise be connected with, either directly or indirectly, a Competing Business. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.



- d) You agree that during your employment with the Organisation or in case of separation from MoneyWorks, for a minimum period of two years from the date of separation, you will not, on behalf of yourself or on behalf of any other person, firm or corporation, call on or solicit in any manner any customer of the Organisation with which you have had any dealings of any kind or upon whom you called during the course of your employment with the Organisation for the purpose of doing business of the type done by the Organisation with such customer. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.

**7) General :**

- a) You will abide by the rules and regulations of the organisation, which are in existence at the time of your joining the organization, or as in force from time to time. You will not provide any wrong or false information to the organisation and thereby derive any financial or other benefits or advantages for yourself.
- b) You will also abide by all the statutes of the country. You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives etc. and the notification therein from time to time affecting or concerning directly or indirectly the Organisation or its business and affairs and in attending to the various duties assigned to you, from time to time, you will see that the same are duly observed and complied with and that no infringement of any kind of any of the laws, orders, rules, regulations, directives and other legal requirements brought into force by the Government is done.
- c) If you conceive any new or advanced methods of improving process/formulae/system in relation to the operation to the Organisation, such developments will be fully communicated to the Organisation and will be and remain the sole right/property of the Organisation.
- d) Touring/Travelling: You are liable to travel as required by the Organisation from time to time.
- e) You will be responsible for safe keeping and return in good condition and order of all the Organisation's property, Laptops/Desktops, Mobile handsets, Sim cards, Chargers, Equipments, Instruments and tools, Books etc. which may be given to you for your use, custody, care or charge. The Organisation has the right to deduct the money value of all such things from your salary and your dues and take any other action as the Organisation may see fit in the event of your failure to keep Organisation property to Organisation's satisfaction.
- f) Severability: If any term of this letter is deemed unenforceable, the other provisions and the remainder of the letter of appointment shall remain in full force and effect.



**MONEYWORKS**

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Gurgaon-122002, Haryana, India  
T: +91 98188 44174

- g) On your taking up employment with us, you will have to produce the necessary certificates (10<sup>th</sup>/12<sup>th</sup> Marksheets and Passing Certificates, Graduation and Post Graduation Marksheets and Degree Certificates, Passport, Driving License, Aadhar Card, PAN Card, All Past Employers documents (Last 3 months Salary slips, Offer Letters, Appraisal Letters, Relieving Certificates, Experience Certificates)) in original in support of your qualifications and age for the purpose of verification in addition to four (4) passport-size photographs. Your original documents will be returned to you after taking a photocopy of the same.
- h) This offer is contingent upon the receipt of satisfactory reference and verification of all the documents submitted by you and termination of employment may result from any omissions, falsifications, misstatements or misrepresentations even after your joining the organisation without any notice or pay thereof.

Please sign the duplicate copy of this letter indicating your acceptance to the offer of employment and give to the undersigned at the earliest. If you have any questions or queries regarding joining the organisation, please feel free to contact the undersigned.

Welcome to the MoneyWorks family and we look forward to a long, fruitful, happy and exciting association with you.

Warm Regards,

For MONEYWORKS

(Authorised Signatory)

I have read and clearly understood all the terms and conditions of employment offer and I agree to abide by them.

**(Soham H Pimpalgaonkar )**

Date: .....

Location: .....



**MONEYWORKS**

A-742, LGF, Sushant Lok-I,  
Gurgaon-122002, Haryana, India  
T: +91 98188 44174

## Annexure I

### MoneyWorks

<b>Name</b>	Mr. Soham H Pimpalgaonkar
<b>Designation</b>	Relationship Manager

<i>Earnings</i>		<i>Monthly</i>	<i>Annually</i>
Basic	Rs.	12,500	1,50,000
House Rent Allowance	Rs.	5,000	60,000
Conveyance Allowance	Rs.	1,600	19,200
Medical Reimbursement	Rs.	1,250	15,000
Other Earnings	Rs.	4,650	55,800
<b>Total Earnings**</b>	<b>Rs.</b>	<b>25,000</b>	<b>3,00,000</b>





## **Annexure II**

"Organisation" refers to MoneyWorks

(This Annexure is the part of the Employment Agreement accepted by you and to be read along with the other conditions outlined in the same)

- 1. Data Ownership & Data Security Clause in addition to the Confidentiality Clause No. 5 mentioned in the employment agreement:** You agree that you understand that the work done in any organization always remains the Intellectual Property of that organization. All the data in Organisation present in any form on Organisation Computers, or as hard copies such as all the notebooks, papers, visiting cards, or in any other form used/provided for Organisation work are Organisation's property. You will not bring any data (in hardcopy or softcopy form) from the past organizations where you have worked inside the Organisation. Similarly, you will never take any data (in hardcopy or softcopy form) and all the data including (but not limited to) trackers, business development leads, Client/Candidates contacts, Organisation notebooks, all business cards etc. or any other information in any form outside the Organisation. You will work in Organisation on only Organisation provided serialised notebooks which should be submitted back to the Organisation in-case of Separation from the Organisation. If you are required to take this data (in any form) outside the premises of the office for official use, it should be done by taking prior permission from your Manager through an e-mail. You will not store any personal data on office computers.
- 2. Internet Usage:**
  - Personal work of any form on office computers is not allowed.
  - Usage of any form of Torrent Software and downloading any video or audio file for personal use is not allowed.
  - Personal Mail-ids, Social media sites and Messengers such as Gmail.com, Yahoo.com, Hotmail.com, Facebook, Twitter, Instagram, LinkedIn, Skype, Whatsapp etc. should be opened only if they are being used for official use.
  - Organisation will password protect your computer. You cannot change this password without your Manager's permission. You can disclose this password to your team members who require access to your machine. You can contact your Manager to access a machine for which you don't have the password but need to access its files for official use.
- 3. Telephone Usage:**
  - Using office phones for personal calls is not allowed.
  - You will keep a record (Date, Phone number, Candidate/Client's name and the Position) of all the ISD calls made by you in an Excel sheet.



**MONEYWORKS**

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Gurgaon-122002, Haryana, India  
T: +91 98188 44174

**4. Work Timings:**

- Official Work Timings are from 9:00 AM till 6:00 PM on every working day.
- You may also be required to attend duties on holidays/weekly off days as per exigencies of work. You are expected to be available for internal and client calls after office hours.
- Lunch break is of maximum 1 hour from 1:00 PM till 2:00 PM.
- For half-day pay-out minimum 5 hours log-in excluding lunch-break and for full-day pay-out minimum 9 hours log-in including lunch-break is a must.
- You may take leave only after obtaining prior permission from your Manager.

I have read and clearly understood all the terms and conditions of the Organisation and I agree to abide by them.

**(Soham H Pimpalgaonkar )**

Date: .....

Location: .....



**MONEYWORKS**

A-742, LGF, Sushant Lok-I,  
Gurgaon-122002, Haryana, India  
T: +91 98188 44174

36

47

**Keshao Kalore**

Date of Birth: 27<sup>th</sup> Oct 1991  
Permanent Address: C2 – 604, sarthi Sinclair's homes,  
Near Ganapati matha, warje malawadi,  
Pune - 411058

**Employment Agreement**

Dear Keshao Kalore,

With reference to your application and subsequent discussions with us, it is with great pleasure, that **MoneyWorks**. (hereafter referred as "Organisation") offers you the position of "**Relationship Manager**" at our **Pune Office**; (Office No.410, Amanora Chambers, Amanora, Magarpatta city Road, Hadapsar, Pune 411028) with effect from your date of joining **24<sup>th</sup> Nov, 2018**. On the date of your joining, you are required to get in touch with the undersigned. Please note that this appointment letter (along with Annexure I and Annexure II) is a **confidential** document and cannot be circulated to third parties without approval from the Organisation.

The details governing your service, compensation and service conditions are outlined below and in associated Annexure (I and II):

**1) Probation and Confirmation:**

You will be on probation for a period of six (6) months from the date of your taking up the assignment with us. This probation period may be extended based on your performance during this period. Probation period will not be considered completed satisfactorily until and unless a written confirmation is given to you from the organisation.

**2) Compensation :**

Your compensation package is worked out as per the compensation structure of the organisation. Please refer *Annexure I* for the detailed Compensation sheet.  
You shall be entitled to Annual Leaves according to organisation rules.

**3) Transfer/Deputation:**

*Your services are liable to be transferred or deputed, temporarily or permanently, to any of the units or branches of the organisation in India or abroad at the discretion of the management. In the event of your transfer / deputation, the rules relating to transfer / deputation will be applicable to you.*



**4) Confidentiality:**

- a) During the course of your employment with us, you will have access to certain vital information:

*Business Information* – Proprietary information, profit margins, business plans, strategies, know-how, copyrights, software, computer code or files, patents and policies.

*Customer-related Information* - Details of contacts with customers, customer lists, prospective customers, markets or other specialized information.

*Product / Services Information* - Information or data relating to the creation, development, implementation and marketing of any Organisation product or service or business operation; proposed products/services and their costs.

*Employee Information* - The identity of employees, their expertise and salaries

You will also be trained on various aspects of the job that you will be required to execute, including on-the-job training at the customer's premises, as and when required.

It is expressly understood that you shall not divulge or part with any such confidential information or documents to anyone other than those dealing with such matters in the organisation, nor will you reveal it in whole or part thereof, to anyone even after your leaving the services of the organisation. It is also agreed that in case of any event of parting of vital business information or information of confidential nature to a third party without proper authorization, the organisation shall have right to terminate the employment with immediate effect and take appropriate remedies including preventive actions in addition to claiming damages.

- b) During your tenure with the organisation, you shall not take up any part-time assignments, consultant, or advisory assignments (commercial or non-commercial), stake outside the organisation.
- c) You are liable to be bound by the security and confidentiality agreement between the Organisation and its clients.
- d) You may also be required to sign a separate confidentiality, non-disclosure and/or noncompete agreement or undertaking at the time of joining or separation from the Organisation or as and when required by the Organisation.

**5) Notice Period :**

- a) During probation period, you may terminate this employment agreement by giving in writing to the organisation one (1) month notice.
- b) After the successful completion of the probation period, you may terminate this employment agreement by giving in writing to the organisation two (2) months notice.
- c) If due to any exigency you cant serve the notice period as stipulated above, organisation at its own discretion may offer you to buy the notice period, i.e. you can return a sum equal to the pro-rated amount of salary (Gross CTC) which would have accrued to you for the remaining period of notice instead of serving the notice period. The final decision of minimum duration of the notice period to be served by you or giving notice period buy-out option lies with the organisation only.



- d) On receiving notice served by you to the Organisation on account of your resignation, if in the opinion of the Organisation it is prejudiced to its interest to continue your employment during notice period, the Organisation may at its discretion relieve you before expiry of the notice period and is not bound to give any reason thereof.
- e) In the event of your resignation from the organisation within three (3) months of your return from an overseas assignment undertaken for the purpose of knowledge transfer, business development or activities related to work at any India center, all expenses incurred for such overseas visits (including expenses incurred on travel and visa) will be paid by you to the organisation.

**6) Termination of Employment :**

- a) Your services can be terminated by the organisation with immediate effect, anytime during your service, on any of the below mentioned grounds without any notice or pay thereof:
- For non-performance in the assigned duties.
  - For indiscipline, misconduct, misappropriation, malpractice, misuse of organisation property, parting of vital business information or information of confidential nature to a third party without proper authorization
  - For any omissions, falsifications, misstatements or misrepresentations in the information/documents provided by you at the time of joining the organisation.
  - For continued absence from duty without information and authorization beyond three working days or continued ill health resulting in your absence from work for a period exceeding one month.
  - For your getting charged with a criminal offence under the Indian Criminal Procedure Code while in India, or under relevant statutes in the place of your posting. The organisation reserves the right to take such action as deemed fit to defend itself owing to your action and claim damages from you towards such liability including loss of reputation of organisation.
- b) You agree that during your employment with the Organisation or in case of separation from MoneyWorks, for a minimum period of two years from the date of separation, you shall not get employed / shall not provide any direct or indirect organisation / shall not indulge in any commercial dealings whatsoever with any of the MoneyWorks's Clients. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.
- c) You agree that in case of separation from MoneyWorks, you shall not solicit/hire/engage any MoneyWorks employee/associate/contractor for a minimum period of two years from the date of separation. During your employment with the organisation, you will not induce any employee or independent associate/contractor of the Organisation to cease such employment or relationship to engage in, be employed by, perform services for, participate in the ownership, management, control or operation of, or otherwise be connected with, either directly or indirectly, a Competing Business. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.



**MONEYWORKS**

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Gurgaon-122002, Haryana, India  
T: +91 98188 44174

- d) You agree that during your employment with the Organisation or in case of separation from MoneyWorks, for a minimum period of two years from the date of separation, you will not, on behalf of yourself or on behalf of any other person, firm or corporation, call on or solicit in any manner any customer of the Organisation with which you have had any dealings of any kind or upon whom you called during the course of your employment with the Organisation for the purpose of doing business of the type done by the Organisation with such customer. It is also agreed that in case of any of the above event, the organisation shall have right to enforce this agreement by way of appropriate remedies including preventive actions in addition to claiming damages.

**7) General :**

- a) You will abide by the rules and regulations of the organisation, which are in existence at the time of your joining the organization, or as in force from time to time. You will not provide any wrong or false information to the organisation and thereby derive any financial or other benefits or advantages for yourself.
- b) You will also abide by all the statutes of the country. You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives etc. and the notification therein from time to time affecting or concerning directly or indirectly the Organisation or its business and affairs and in attending to the various duties assigned to you, from time to time, you will see that the same are duly observed and complied with and that no infringement of any kind of any of the laws, orders, rules, regulations, directives and other legal requirements brought into force by the Government is done.
- c) If you conceive any new or advanced methods of improving process/formulae/system in relation to the operation to the Organisation, such developments will be fully communicated to the Organisation and will be and remain the sole right/property of the Organisation.
- d) Touring/Travelling: You are liable to travel as required by the Organisation from time to time.
- e) You will be responsible for safe keeping and return in good condition and order of all the Organisation's property, Laptops/Desktops, Mobile handsets, Sim cards, Chargers, Equipments, Instruments and tools, Books etc. which may be given to you for your use, custody, care or charge. The Organisation has the right to deduct the money value of all such things from your salary and your dues and take any other action as the Organisation may see fit in the event of your failure to keep Organisation property to Organisation's satisfaction.
- f) Severability: If any term of this letter is deemed unenforceable, the other provisions and the remainder of the letter of appointment shall remain in full force and effect.



**MONEYWORKS**

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Gurgaon-122002, Haryana, India  
T: +91 98188 44174

- g) On your taking up employment with us, you will have to produce the necessary certificates (10<sup>th</sup>/12<sup>th</sup> Marksheets and Passing Certificates, Graduation and Post Graduation Marksheets and Degree Certificates, Passport, Driving License, Aadhar Card, PAN Card, All Past Employers documents (Last 3 months Salary slips, Offer Letters, Appraisal Letters, Relieving Certificates, Experience Certificates)) in original in support of your qualifications and age for the purpose of verification in addition to four (4) passport-size photographs. Your original documents will be returned to you after taking a photocopy of the same.
- h) This offer is contingent upon the receipt of satisfactory reference and verification of all the documents submitted by you and termination of employment may result from any omissions, falsifications, misstatements or misrepresentations even after your joining the organisation without any notice or pay thereof.

Please sign the duplicate copy of this letter indicating your acceptance to the offer of employment and give to the undersigned at the earliest. If you have any questions or queries regarding joining the organisation, please feel free to contact the undersigned.

Welcome to the MoneyWorks family and we look forward to a long, fruitful, happy and exciting association with you.

Warm Regards,

For MONEYWORKS

(Authorised Signatory)

I have read and clearly understood all the terms and conditions of employment offer and I agree to abide by them.

**(Keshao Kalore)**

Date: .....

Location: .....



**MONEYWORKS**

A-742, LGF, Sushant Lok-I,  
Gurgaon-122002, Haryana, India  
T: +91 98188 44174

## Annexure I

MoneyWorks

<b>Name</b>	Mr. Keshao Kalore
<b>Designation</b>	Relationship Manager

<b>Earnings</b>		<b>Monthly</b>	<b>Annually</b>
Basic	Rs.	12,500	1,50,000
House Rent Allowance	Rs.	5,000	60,000
Conveyance Allowance	Rs.	1,600	19,200
Medical Reimbursement	Rs.	1,250	15,000
Other Earnings	Rs.	4,650	55,800
<b>Total Earnings**</b>	<b>Rs.</b>	<b>25,000</b>	<b>3,00,000</b>





## **Annexure II**

“Organisation” refers to MoneyWorks

(This Annexure is the part of the Employment Agreement accepted by you and to be read along with the other conditions outlined in the same)

1. **Data Ownership & Data Security Clause in addition to the Confidentiality Clause No. 5 mentioned in the employment agreement:** You agree that you understand that the work done in any organization always remains the Intellectual Property of that organization. All the data in Organisation present in any form on Organisation Computers, or as hard copies such as all the notebooks, papers, visiting cards, or in any other form used/provided for Organisation work are Organisation's property. You will not bring any data (in hardcopy or softcopy form) from the past organizations where you have worked inside the Organisation. Similarly, you will never take any data (in hardcopy or softcopy form) and all the data including (but not limited to) trackers, business development leads, Client/Candidates contacts, Organisation notebooks, all business cards etc. or any other information in any form outside the Organisation. You will work in Organisation on only Organisation provided serialised notebooks which should be submitted back to the Organisation in-case of Separation from the Organisation. If you are required to take this data (in any form) outside the premises of the office for official use, it should be done by taking prior permission from your Manager through an e-mail. You will not store any personal data on office computers.
2. **Internet Usage:**
  - Personal work of any form on office computers is not allowed.
  - Usage of any form of Torrent Software and downloading any video or audio file for personal use is not allowed.
  - Personal Mail-ids, Social media sites and Messengers such as Gmail.com, Yahoo.com, Hotmail.com, Facebook, Twitter, Instagram, LinkedIn, Skype, Whatsapp etc. should be opened only if they are being used for official use.
  - Organisation will password protect your computer. You cannot change this password without your Manager's permission. You can disclose this password to your team members who require access to your machine. You can contact your Manager to access a machine for which you don't have the password but need to access its files for official use.
3. **Telephone Usage:**
  - Using office phones for personal calls is not allowed.
  - You will keep a record (Date, Phone number, Candidate/Client's name and the Position) of all the ISD calls made by you in an Excel sheet.



**MONEYWORKS**

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**4. Work Timings:**

- Official Work Timings are from 9:00 AM till 6:00 PM on every working day.
- You may also be required to attend duties on holidays/weekly off days as per exigencies of work. You are expected to be available for internal and client calls after office hours.
- Lunch break is of maximum 1 hour from 1:00 PM till 2:00 PM.
- For half-day pay-out minimum 5 hours log-in excluding lunch-break and for full-day pay-out minimum 9 hours log-in including lunch-break is a must.
- You may take leave only after obtaining prior permission from your Manager.

I have read and clearly understood all the terms and conditions of the Organisation and I agree to abide by them.

**(Keshao Kalore)**

Date: .....

Location: .....

09-01-2018

Vikas Yerne  
PuneSubject: LETTER OF OFFER

Dear Vikas,

We thank you for your interest in discussing an opportunity to be part of Just Dial Ltd.

Based on the discussions with you, we are pleased to offer you to the position of **Certified Internet Consultant**. You will be on probation for a period of six months from your date of joining which will be on or before **21-01-2019**.

The annual compensation calculated on Cost to Company will be **INR 290500/-**.

Details of your compensation are as follows:

S.No	Term	Salary	Total
1	First Six Months	Rs.19000 /-p.m.	114000
2	Revised Salary - After Six Months*	Rs.22500 /-p.m.	135000
	<b>Performance Cum Retention Bonus**</b>	<b>Amount</b>	
3	End of 6 Months - One month Salary	19000	19000
4	End of 12 Months - One month Salary	22500	22500
	<b>Total CTC per annum</b>		<b>290500</b>

\***Revised Salary & Performance cum Retention Bonus (PCRB)** are paid subject to satisfactory performance report at the end of **6 months** and **12 months** after successful completion of probation in writing.

Your place of posting will be **Pune**.

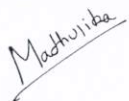
As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

You are requested to sign a copy of this letter as a token of acceptance.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Head - Human Resources, Pune

Annexure:-

Annexure - Just Dial Ltd Compensation Structure		
Employee Name	Vikas Yerne	
Department	Sales	
Grade	G12	
Designation	Certified Internet Consultant	
Effective Date	21-01-2019	
CTC	290500/- per annum	
Pay structure	CTC	Revised CTC
<b>Fixed Components</b>		
Basic	5700	6750
House Rent Allowance (HRA)	3420	4050
Departmental Allowance	2375	2813
Desk Allowance	2375	2813
Personal Allowance	2104	2491
<b>Salary (C1)</b>	<b>15974</b>	<b>18917</b>
<b>Statutory Components</b>		
Employer PF Contribution	684	810
Employer ESIC Contribution	759	899
<b>Benifits(c2)</b>	<b>1443</b>	<b>1709</b>
<b>Reimbursements</b>		
Sodexo		
Conveyance Reimbursement		
Fuel Reimbursement		
<b>Reimbursements(c3)</b>	<b>0</b>	<b>0</b>
<b>Statutory Bonus</b>	<b>1583</b>	<b>1874</b>
<b>CTC (Total C1+C2+C3 + Statutory Bonus)(a)</b>	<b>19000</b>	<b>22500</b>
<b>Deductions</b>		
Employee PF Contribution	684	810
Employee ESIC Contribution	280	332
<b>Total Deductions (b)</b>	<b>964</b>	<b>1142</b>
<b>Net Take Home {a - b - C2}</b>	<b>16593</b>	<b>19649</b>
<b>Total CTC</b>	<b>19000</b>	<b>22500</b>

\* Net Take Home is subject to tax & other applicable deductions basis individual's salary structure.

Yours sincerely,  
For Just Dial Limited

*Madhulika*

Madhulika Singh

Head - Human Resources, Pune

**OFFER LETTER**  
(STRICTLY CONFIDENTIAL)



Ref: FTPL/HRD/OL/2018-19/261018/217

Date: 26<sup>th</sup> October 2018

To,


Mr. Akshay Barapatre  
Near Thakkar colony  
Omkar nagar, Datala road,  
Chandrapur  
Maharashtra -442401

Dear Akshay,

With reference to your application and subsequent interview conducted, we are pleased to offer you the position of "Trainee -Business Development" on the following terms and conditions.

This offer is valid subject to you joining us on or before **12<sup>th</sup> November 2018** or the Offer stands cancelled.

1. Designation: Trainee -Business Development
2. Working Hours:
  - a. Monday – Friday: Time (IST): 6.30 p.m. – 3:30 a.m. (Timings shall be adjusted for Daylight Savings Time).
  - b. Break-Time: Tea/Dinner Break: 1 hour (Monday - Friday).
3. Training: You will undergo minimum of 1 week of training.
4. Probation: You shall serve a probationary period of Six (06) months. Such probation may be further extended by another Six (06) months depending on your work performance.
5. Salary: For Salary structure, Kindly find "Annexure A" attached with this letter.
6. Location: Your job location at present will be at our registered office in Pune
7. Confidentiality: As a condition of employment at the Company, you will be required to sign the Company's standard form of Non-Disclosure/Confidentiality Agreement which forms part of your contract of employment with the Company from the date of joining to protect the Company's and its clients rights in the information and materials developed by you or disclosed to you during the course of your duties.
8. Background Check: As a policy, the Company conducts background check of all new employees. Your appointment and your continuation in employment are subject to receiving satisfactory reports from a Background check, which shall include Medical Check and interviewing past and current employers, checking Employment & professional references, verifying the information being provided. If any information or representation is found to be

Sign:  Date: 26/10/2018

Page 1 of 6



incorrect or if the background verification report is found to be unsatisfactory, the Company reserves the right to cancel this offer without notice and Compensation.

#### 9. Termination of Service:

##### a. Termination of Services by Employer:

1. The Company reserves the right to terminate this agreement immediately without notice and compensation if the Employee:
  - i. Commits gross misconduct, absenteeism, remains absent without approval, willful disobedience of Employer's lawful orders, neglect of duties, insubordination, revealing Company's secrets, and/or terms of this Employment Contract or breaches any of the terms and conditions aforesaid or the Rules & Regulations of the Company; or
  - ii. Poor work performance after warnings have been given with no improvement in performance.

##### b. Termination of Service by Employee and Notice Period:

1. Notice Period :
  - i. During Probation Period or after Confirmation of your services, if you decide to leave Company's services, you need to serve and give the Company One (01) months' notice in writing.
  - ii. Final Settlement of Salary: The total salary due to you on the event of your leaving the services of the company for whatever reason shall be paid to you within 30 days from the last working day with the company.

Along with this letter is the List of Documents attached which is mandatory to furnish for our records at the time of joining.

Sincerely,

For FUTURISM TECHNOLOGIES

Saily V.


HR Head

---

#### Acceptance by the recipient:

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this document as a token of my having accepted employment with the company and the terms and conditions set out in this letter.

---

Sign:  Date: 26/10/2018

Page 2 of 6



**A) Annexure: Salary Break-up Structure:**

- 1) The Total Cost to Company (CTC) will be INR 2, 80,800/- per annum. (In words: Rs. Two lakh eighty thousand and eight hundred only) per annum.

**CTC Break-up structure**

S.No.	Compensation Details	All figures in INR	
		Monthly	Annually
(A)	Components		
1)	Basic Pay	16000	192000
2)	HRA	6400	76800
3)	Shift Allowance	1000	12000
	<b>Total CTC</b>	<b>23400</b>	<b>280800</b>

**Note:**

- All above benefits and eligibility will be as per the Company's prevalent policies which may change from time to time without notice.
- The present salary components are subject to and governed in accordance with Indian statutes, rules, ordinance prevailing from time to time.


**B) KPI: Sales Target & Incentives Structure:**

- Daily Target: You have to make 150 calls per day and generate 10 Qualified Leads (Proposals Submitted) (minimum 80% to be achieved) per month which will be your Key Performance Indicator (KPI).
- You will be paid INR 1,000/- (Rs. One Thousand only) per Qualified lead.
- Additionally you will be paid INR 3,000/- (In words: Rs. Three thousand only), if the lead is successfully qualified into Sale and the Client signs proposal with the Company.

**C) Qualified Lead's will be defined as per below Parameters:**

- The Prospect Lead has a well-defined Requirement.
- Has an Allocated Budget.
- Has a definite Timeline to close the Requirement
- Finally gets Qualified by Submitting a Proposal

**Note:**

Sign:  Date: 26/10/2018

Page 3 of 6





- 1) The Targets shall be measured every quarter for Performance purpose
- 2) Incentives shall be paid within 20 days of the following month.
- 3) Payment will be made to you on collection basis from client.
- 4) You will be entitled for your incentive during your employment period only, provided you are not serving your notice period at the time of Incentive Pay-out.
- 5) Employee needs to take care of the Transportation on their own.

If the terms and conditions mentioned in this letter are acceptable to you, kindly sign on the copy of this letter.

Sincerely,

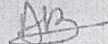
For FUTURISM TECHNOLOGIES

Sally V. ✓  
HR Head


Acceptance by the recipient:

I have read and understood all the terms and conditions contained in this letter and agree to abide by the same. I am signing this document as a token of my having accepted employment with the company and the terms and conditions set out in this letter.

Date: 26/10/2018

Signature: 

Undertaking:

Sign:  Date: 26/10/2018

Page 4 of 6



This offer will be subject to the Standard Terms and Conditions of Employment by Futurism Technologies and also will be governed by the policies, rules and guidelines of the Company. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

By accepting this offer you are also confirming that: -

1. You have resigned or shall be in the process of resigning from your current position with your current employment or with your previous employer (if any) in compliance with their terms and conditions
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. Futurism Technologies, is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.
5. After signing or accepting this letter, You are obliged to join the company on or before date **12<sup>th</sup> November 2018** failure to do so may make You liable for breach of trust and may bound You for the compensation of your 2 (two) months' salary offered to You by the COMPANY.

If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email within 2 business days of receiving this letter. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

If you are unable to report for joining on the said date you are requested to inform the company in writing.

Notes:

3. All above benefits and eligibility will be as per the Company's prevalent policies which may change from time to time without notice.
4. The present salary components are subject to and governed in accordance with Indian statutes, rules, ordinance prevailing from time to time.

Accepted \_\_\_\_\_

Name: \_\_\_\_\_

Sign: AB Date: 26/10/2018

Page 5 of 6



At the time of joining, it is mandatory to furnish the following documents for our records.

- 1) Xerox copy of all educational certificates. (SSC, HSC, Degree & Post Graduation).
- 2) Xerox copy of all used pages of Passport.
- 3) Xerox copy of all previous employment's documents.
  - a) Appointment Letter, Experience/Relieving Certificates.
  - b) Salary Slips & Salary Bank statement.
  - c) Latest Revision letter from the present employer (Which clearly states the current annual Cost to the Company)
- 4) Form 12B/ Form 16 from the previous employer.
- 5) Photocopy of the Permanent Income Tax Account Number.
- 6) Latest Certificate of Fitness from Family Doctor
- 7) Xerox copy of passport/driving license & Xerox copy of Permanent & Local address.
- 8) 5 passport size photograph.

Note: Need to show original documents/certificates, while submitting Xerox copies.

---

Sign: AB Date: 26/10/2018

Page 6 of 6

Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089



**NORTHERN  
TRUST**

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Surey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India  
Main - +91(20) 48538200

73

50

30-April-2019

Mohit Ashok Solanki

solanki.mohit850@gmail.com

C-1,11, Kumar Prithvi,

Near shreeji Lawns,

Kondhwa, Pune 411048

Dear Mohit,

We are delighted to offer you employment with Northern Operating Services Private Limited as **Analyst** in our **Investment Risk and Analytical Services** Department within the **Business Services**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, Tower A, 13th to 16th Floor, EON Free Zone- II, EON Kharadi Infrastructure Pvt. Ltd. – SEZ, Pune – 411 014 (“Northern”) and Mohit Ashok Solanki of C-1,11, Kumar Prithvi,, Near shreeji Lawns,, Kondhwa, Pune 411048.

Any reference to “this agreement” throughout is reference to the terms and conditions of your employment as set out in this Statement.

### **1. Conditions**

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (c) should Northern request it, a medical assessment and report satisfactory to Northern;
- (d) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (e) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;
- (f) your agreement to and achieving and maintaining a suitable standard for compliance purposes (see below), including agreeing to comply with all



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applicable policies, procedures and guidance, and completion of mandatory training in appropriate timescales. Your role is subject to the achievement and maintenance of an appropriate level of competence, as required by your current role at any point in time;

- (g) you being free to take up and carry out the role offered to you and you not being in breach of or breaching any express or implied terms of any contract, court order or of any other obligation legally binding upon you by virtue of accepting this Employment Agreement;
- (h) you having declared any action taken against you by a regulatory or professional body;
- (i) you having lawful authority to work in India and producing satisfactory evidence to this effect. (Under Indian immigration laws, foreign nationals must have appropriate employment visas before their employment commence);
- (j) you not being subject to any obligation, whether under a contract of employment or otherwise, which would in any way restrict your ability to undertake or perform your duties with respect to financial services, such as with Northern; and
- (k) you providing to Northern copies of all restrictive covenants, including but not limited to non-competition agreements, confidentiality agreements, non-solicitation agreements, non-hire agreements, and other restrictive contracts you may have entered into with former employers.

During your employment, Northern may conduct periodic background checks (including criminal records checks). It is a condition of your employment that you consent to provide the personal information required to conduct such checks when requested to do so. By accepting this Employment Agreement, you understand and agree that failure or refusal to consent and/or provide the required personal information will constitute a serious breach of this Employment Agreement which will be cause for initiating disciplinary action, including but not limited to termination of employment.

All of the above must be to the satisfaction of Northern. This appointment is on the basis of the information/particulars provided by you with regard to your educational/professional qualifications, experience and criminal records. In the event it is discovered, at any stage, that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld / suppressed by you, it shall constitute breach of discipline and your services will be liable to be terminated. In addition, if the conditions stated above are not fulfilled to the satisfaction of Northern, then your appointment will be deemed void and your services with Northern terminated.



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This appointment is on the confirmation from you that you can perform the duties of the position for which you are being hired without violating any obligations that you might have to any other person or company.

## 2. Commencement Date

You, Mohit Ashok Solanki, are employed by Northern as Analyst in our Investment Risk and Analytical Services Department with effect from **13-May-2019**. You are requested to bring with you, when you first report for work, either a valid passport and employment visa (where relevant) or other valid evidence of the right to work in India. If this is problematic, please contact the Human Resources Department to discuss.

On your first day of employment with Northern you should report to Reception at **8.30 a.m.** at:

### **Pune**

Tower A, 13th to 16th Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Surey No.72/2/1, Kharadi, Pune,  
Maharashtra, India - 411 014.

Landmarks which will help guide you to this location are:

- Next to Gera Emerald City (South)
- Behind EON Free Zone 1

## 3. Probation

The first six months of your employment will be probationary. Northern reserves the right to extend this period, if appropriate, in all the circumstances. Your probationary period with Northern will be considered to have been successfully completed after six months or you will be advised in writing, if Northern decides to extend your probationary period. During your probationary period, either the company or you may terminate this agreement by giving in writing to the other party, seven days' notice, and the same notice requirement would apply to you should you resign during the probationary period. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of **60** days prior to termination of your employment. In either case, Northern reserves the right to pay you in lieu of notice.



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#### 4. Job Title

You are employed as **Analyst** in our **Investment Risk and Analytical Services** Department. You have been informed about your reporting line Manager by the hiring panel. Northern reserves the right to amend your reporting line to any person so appointed to act with such authority.

You shall faithfully and diligently perform the duties and exercise the powers which from time to time may be assigned to you by Northern together with such person or persons as Northern may appoint to act jointly with you. You shall serve Northern in this capacity to the best of your ability or in such other capacity as Northern may from time to time determine.

You and Northern agree that the nature of Northern's business demands flexibility and that reallocation of duties, power and other responsibilities from time to time is a natural part of – and a precondition for – the employment relationship between you and Northern. This may involve a change in your job title and reporting relationship.

You shall perform such duties, discharge such responsibilities and exercise such powers, authorities and discretions in relation to Northern as from time to time may be delegated to you on such terms and conditions and subject to such restrictions as may from time to time apply. Northern may at any time require you to cease performing or exercising any particular power, authority or discretion delegated to you.

You shall at all times keep Northern promptly and fully informed (in writing if requested) of the business of Northern and of any information which may adversely affect Northern or its business.

#### 5. Duties and Responsibilities

Duties and responsibilities of the position are as outlined in your meeting with the recruitment panel. You may be required to undertake other duties from time to time as Northern may reasonably require.

You shall devote the whole of your time unless prevented by ill-health or accident or otherwise directed by Northern (including during any period of suspension or exclusion as detailed under sections 17 and 19) to your duties under this Employment Agreement. You must serve Northern honestly and faithfully. You may not, without the prior written consent of your manager, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever. You must also not engage in other business activity, whether paid or unpaid which may conflict with your duties as an employee of Northern.



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## 6. Associated Company

You acknowledge and agree that Northern may at times require you to work for any Associated Company and to carry out its duties or responsibilities for any Associated Company which include its subsidiaries, affiliates or its customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern.

For the purposes of this Employment Agreement, an "Associated Company" is any company which for the time being is:

- (a) a holding company of Northern; or
- (b) a subsidiary of any such holding company or Northern; or
- (c) a company over which Northern or any holding company has control.

By working for any Associated Company, and/or by carrying out duties or responsibilities as mentioned in the above paragraph, you do not become an employee, or agent, or contractor of such Associated Company, including its subsidiaries, affiliates, customers, subcontractors or any other individuals or companies having any kind of association or relationship with Northern. For all purposes, you shall remain an employee of Northern and shall share an employer-employee relationship with Northern.

Northern further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Northern or as part of any restructuring or amalgamation or such other plan implemented by Northern or by which Northern is bound, on such terms and conditions as applicable to such a plan.

## 7. Location

You shall work at Northern's offices based at **Pune** or such other place of business of Northern or any Associated Company as may be directed by management from time to time.

You may be required to work at any other location, as may be directed by Northern from time to time. In normal circumstances you will not be required to work outside of India, however, business requirements may necessitate short term visits outside of India.

## 8. Compliance with Applicable Law

You agree to comply with all applicable laws, regulations, governmental orders of India and rules governing the business or businesses in which Northern operates including, but not limited to, other jurisdictions where relevant laws may apply from time to time that relate to your employment by Northern.





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## 9. Salary

Your Annual Fixed Pay will be ₹ **265,198.00**, inclusive of all hours worked. A detailed breakdown of your Annual Fixed Pay is set out in **Annexure I**.

Salary will be payable on a monthly basis, in arrears in 12 equal instalments. This will be credited to your account on or before the last working day of each month, subject to statutory deductions.

Your base salary will be reviewed by Northern in or about April each calendar year, or at any other time determined by Northern from time to time. Annual salary adjustments will normally be effective on 1 April each year, subject to the rules in this regard and at Northern's absolute discretion. In undertaking this review Northern may have regard to any matter in its absolute discretion. This review will not necessarily lead to an increase in your base salary. There will be no review of salary after notice has been given by either party to terminate your employment.

You consent to the deduction of any sums you owe to Northern at any time from your salary or from any payment due from Northern to you. You also agree to make any payment to Northern of any sums owed by you to Northern upon demand by Northern at any time.

## 10. Benefits

The benefits set out below are discretionary and may be varied or removed by Northern at any time without notice.

- (a) Northern provides transport to all its employees working in shifts or a transportation allowance under the Transport Opt Out Scheme;
- (b) Northern offers Private Health Insurance for all employees and their dependents (as defined by the insurers) from the first day of employment;
- (c) Personal Accident Insurance is provided for all Northern employees; and
- (d) Group Term Life Insurance is provided for all Northern employees.

The above-mentioned insurance benefits are subject to: (i) acceptance by the insurers; (ii) the terms and conditions of the insurance policy (which may change from time to time); (iii) the premium being at a rate which Northern considers reasonable; and (iv) the agreements with the insurers. Benefits may be restricted both on an individual and/or aggregate basis. If an insurance provider refuses for any reason to provide insurance for you, Northern shall not be liable to provide you with any benefit of the same or similar kind or to pay any compensation in lieu of such benefit. Please refer to the NOS Partner Handbook for further information.



**Private & Confidential**

Date: 12-November-2018

**Ms. Panchal Moreshwar**

Bhosari,Pune

Appointment Letter

Dear Pooja,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

**1. Date of Joining**

Your appointment is effective from the Date of Joining (DOJ), which shall be as early as possible as but not later than **DOJ (29-12-2018)**. In case your DOJ is after the payroll cutoff date, as determined by the Organization, the payment of salary & other applicable one-time payments (if any) will be made in the subsequent month's payroll.

**2. Salary**

Your gross compensation will be **Rs.2,60,368/- (Rupees Two Lakhs Sixty Thousand Three Hundred and Sixty-Eight only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Annexure I. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

**3. Performance Based Incentive**

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.9,423/- (Rupees Nine Thousand Four Hundred and Twenty-Three only)** per annum, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to 200% of your Performance Incentive. Your incentive payout will happen **monthly**.

**Gallagher Service Center LLP**

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

#### 4. Salary Review

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

#### 5. Leave

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

#### 6. Retirement

The retirement age is 58 years.

#### 7. Probation & Confirmation:

You will be on probation **for 6 months** from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months, it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **30 days'** notice by either party.

#### 8. Other Work

Your position is a **Full-time employment** with the Company, and you shall devote yourself exclusively to the business 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 or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

#### 9. Working Hours

You will be governed by the Company's rules on working hours. You may also be called upon to attend duties on your personal time if and when the exigencies of work so demand.

#### 10. Responsibilities

You will always need to be aware of the responsibilities and duties attached to your position and conduct yourself accordingly. Your work in the Company will be subject to the rules and regulations of the Organization as promulgated and modified from time to time in relation to conduct, discipline and other conditions of service.

#### 11. Travel

You will be required to undertake travel on the Company's work and your travel expenses will be reimbursed as per the travel policy and rules applicable to your level.

**Annexure I**

<b>Name</b>	<b>Panchal Moreswar</b>	
<b>Designation</b>	Process Associate	
<b>Total Emoluments</b>	245000	
<b>Performance Based Incentive</b>	4%	
<b>Location</b>	Pune	
<b>Emoluments(A)</b>	<b>Per Annum</b>	<b>Per Month</b>
Basic	175,000	14,583
House Rent Allowance	18,000	1,500
Statutory Pay	15,413	1,284
Special Allowance	5,564	464
Employer's Contribution to Provident Fund	21,600	1,800
<b>Fixed Emolument</b>	<b>235,577</b>	<b>19,631</b>
Performance Based Incentive **	9,423	785
<b>Emoluments Total (A)</b>	<b>245,000</b>	<b>20,417</b>
<b>Benefits B</b>		
Employer's contribution to ESI	6,955	580
Medical Insurance Premium	-	
Gratuity	8,413	701
<b>Benefits Total (B)</b>	<b>15,368</b>	<b>1,281</b>
<b>Cost To Company (CTC): Total (A+B)</b>	<b>260,368</b>	<b>21,697</b>
<b>Deductions</b>		
Employer's Contribution to Provident Fund		1,800
Employee's Contribution to Provident Fund		1,800
Employee's Contribution to ESI		134
Professional Tax		200
<b>Net (Excluding Income Tax)</b>	<b>Fixed - Deductions</b>	<b>15,697</b>

330

\*\* PBI Monthly Calculation is indicative and purely based on the Employee performance

In additional to above compensation:

- You will have the potential to earn overtime amount of Rs.1500/- (approx.) per month.
- You can earn incentive of Rs.4,000/- upon clearing international domain certification.

This appointment letter is subject to clearance of Background verification checks.

**Agreed and Accepted**

**Candidate's Name & Signature**

**Annexure II**

Components	Description
<b>Statutory Pay</b>	Paid in advance on monthly basis as per Payment of Bonus Act. Amount is subject to change basis statutory amendments applicable for the state.
<b>House Rent Allowance</b>	Paid monthly and is subject to tax exemption on submission of relevant documents as per Income Tax rule at the end of Financial Year
<b>Employer Contribution to PF</b>	Company's contribution to Provident Fund - 12% of Basic Salary capped at Rs.21600 per annum. Amount is credited to employee's PF account directly.
<b>Special Allowance</b>	Special allowance is a taxable allowance. This is subject to review and may change or be adjusted against other components of Total Emoluments at company's discretion
<b>Performance Based Incentive</b>	* Paid monthly up to 200% of the amount indicated above and is linked to your monthly performance rating.
<b>Total Emoluments</b>	* Sum of fixed Emoluments & Performance based Incentive. Salary increments are done on this component and not total CTC which includes benefits.
<b>Employer Gratuity</b>	*As per Payment of gratuity Act - Eligible for payout on completion of 5 years at the time of separation
<b>ESI Employer contribution</b>	*As per Employees State Insurance Act -Contribution by employer to facilitate medical benefits. Is currently at 3.25% of monthly earnings
<b>Mediclaim insurance</b>	Applicable Only if you don't fall under ESI bracket. Premium for Insurance coverage as indicated below : <b>Medical insurance</b> cover of Rs. 3 Lakhs <b>Accident Cover</b> 2-time annual CTC. <b>Term life coverage</b> up to 3 time annual CTC (in case of demise)
<b>Night Shift Allowance</b>	*Amount is paid for the days worked in nightshift as per policy. Allowance is subject to change as per managements discretion

\*Salary components are subject to changes as per Management Discretion

Agreed and Accepted

Candidate's Name & Signature

## ANNEXURE III

DECLARATION CUM UNDERTAKING

I, Mr. **Panchal Moreshwar** have been issued the Offer Letter by Gallagher Service Centre LLP (hereinafter referred to as "Company") for the position of **Process Associate**. As a part of my employment with, the Company, I'm given to understand that I will be issued a HP make laptop along with the other joining formalities.

The laptop issued to me by the Company with the below mentioned understanding:

- The laptop issued is solely for official purpose.
- I shall be fully accountable for the theft, loss or damage to the Company property and materials and shall be liable to replace or pay equivalent amount to the Company in the event of the same. The Company retains the right to deduct the amount from my salary in case of theft, loss or damage to the property.
- I shall not disclose the system password to anyone.
- I shall not leave my laptop unattended. I would be personally responsible for its misuse of any nature when I am away.
- I shall not share Company's proprietary/ confidential information with anyone.
- I shall not misuse the Internet access facility granted to me.
- I shall not do personal work on the office computer / system.
- I shall take print out of mails and/or documents only when absolutely necessary.
- I shall always try and ensure not to download any type of software from any source at any time whatsoever. If required for any official purpose at any time, approval from IT department will be taken in writing to make sure such software are scanned properly before use, and such software will be downloaded legally and with IT department's consensus.
- I shall not use personal systems / laptops unless expressly allowed in writing by IT department.

II. I understand that:

- The Company's IT and other assets provided to me shall always remain the property of the Company and not of any individual.
- The In-house developed software and data is the Company's exclusive property and shall not be used for any external purpose under any circumstances.
- The Company reserves its right to amend, modify, rescind, delete, supplement or add to the provisions of the said declaration cum undertaking as it deems appropriate from time to time in its sole and absolute discretion.
- It shall be my responsibility and obligation to return the laptop and all the Company provided materials and properties to the Company's [specific department or personnel if any] upon termination of my employment with the Company.

III. I fully agree and accept that it is my personal responsibility to adhere to the Company's IT. Policy and any amendment / modification thereof and to comply with all of the provisions stated therein in true letter and spirit. I understand and am accountable for any consequence or any misuse of the Company's system. I further undertake to abide by the IT policy guidelines as a condition of my employment and my continuing employment in the Company.

## 12. Confidential Information

- 12.1 "Confidential information" shall mean and include, but not be limited to the Company's product schematics, drawings, software (object code & source code), data, database, product plans, designs, protocols, prices, finances, marketing plans, business opportunities, personnel related information, sales and customer information, business policies, practices and strategies, information received from other entities which the Company is obligated to keep confidential, and research and development results which have not been :
- previously published or disclosed to the general public;
  - previously available without restrictions; and
  - which information the company desires to protect against unrestricted disclosure or use.
- 12.2 Confidential information" will however, not include information that:
- is or enters the public domain through no fault of yours;
  - is known and has been reduced into tangible form by you prior to the time of disclosure;
  - is independently developed by you without access to or use of the proprietary information;
  - is generally made available to you by the Company without restriction on disclosure; or
  - is disclosed by you with the Company's written consent
- 12.3 You will not at any time, without the written consent of a Director, make copies or disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs, administration, software or project being carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise
- 12.4 By accepting the present terms of appointment, you are acknowledging that the Company is the proprietor of the confidential information as detailed in paragraph 12.1.
- 12.5 By accepting the present terms of appointment, you are further acknowledging that the "Confidential information" as aforesaid, is being exposed to you in trust and that the same would only be used by you for and in the interest of the Company and particularly in order to further the purposes of your employment with the Company. The aforesaid "Confidential Information" will not be used or disclosed by you, during the course of your employment with the Company, for the benefit of any other entity or person, without the written consent of the Board of Directors of the Company.
- 12.6 You will not, after the termination of your employment with the Company, use the "Confidential Information" as aforesaid, either personally or during the course of employment with your future employers.
- 12.7 You acknowledge that the restrictions imposed under the present terms of employment are reasonable and are necessary in order to protect the Company's legitimate interests and that the violation by you of these restrictions would cause damage to the Company entitling it to, inter alia, injunctive relief.

### **13. Intellectual Property Rights**

- 13.1 "Intellectual Property Rights" shall mean all intellectual property (whether registered or not registered) created, developed or acquired by the Company in respect of its products, including but not limited to copyrights, trademarks, designs, trade secrets, confidential information and patents.
- 13.2 You acknowledge the ownership of the Company in respect of all Intellectual Property associated with its products and undertake that you will not, either during or after the termination of your employment with the Company, infringe, cause to infringe or abet the infringement of these rights.
- 13.3 The ownership of any Intellectual Property that you may create or develop for the Company, during the course of your employment, will vest in the Company, for all territories in the world and for their entire term of protection, your remuneration being adequate consideration

### **14. Protection of Interest**

If you conceive any new or advanced methods of improving processes, systems or software in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain the sole right/property of the Company.

### **15. Past Records**

If any declaration given or information furnished to the Company prove to be false or if you are to have willfully suppressed any material information or if you violate any of the terms and conditions of appointment, in such case, you will be liable to be removed from services without any notice.

### **16. Termination Notice**

On successful completion of the service agreement /Probation your employment is terminable by One months (**30 days**) notice on either side or either Party is not bound to give any reason thereof. Your release/relieving will be subject to you serving **the one months'** notice period and satisfactory handing over of your duties, responsibilities, company documents, company assets, etc. to the company .

### **17. After Termination**

On termination of employment, you will immediately deliver-up to the Company all its properties including correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, floppy diskettes, magnetic media, effects or records, etc. and shall not make copies or retain any of these items.



#### 18. Abandonment

You shall be punctual and regular in your attendance. If you remain absent for 2 consecutive days or over-stay beyond sanctioned leave by 2 or more consecutive days, you shall be deemed to have voluntarily separated / abandoned from the services of the Company and lose right on the job.”

#### 19. Conditional Offer

This is a conditional offer subject to successful completion of Background verification. You'll be intimated once these formalities are completed.

#### 20. Consent for Sharing of Data

Subject to applicable law, you, by signing this agreement, give your consent to the holding and processing of Personal data provided by you to GSC for all purposes relating to your employment including, but not limited to:

- Administering and maintaining personnel records
- Paying and reviewing salary and other remuneration and benefits.
- Providing and administering benefits (including if relevant, pension and medical insurance)
- Undertaking performance appraisals and reviews.
- Maintaining sickness and other absence records.
- Taking decisions as to your fitness for work
- Providing references and information to future employers, and if necessary, government al and quasi- governmental bodies for social security and other purposes, HM Revenue & Customs and Contributions.
- Agency providing information to future purchasers of the Company or of the business in which you work; and
- Transferring information concerning you to a country or territory outside your country of residence

#### 21. Obligations after Employment

On termination of your employment you agree that you will not, either directly or indirectly for a period of 12- months following your last day of employment on your own behalf or on behalf of another person.

- Seek, canvas, solicitor accept from any person who was Client or Potential Client of the GSC, or any Associated Company, any financial services or insurance business of the type offered by the Company, or any Associated Company.
- Seek to persuade any Client or Potential Client of GSC, or of any Associated Company, not to conduct or renew any financial services or insurance business with GSC, or any Associated Company, or to terminate such business.
- You agree that the compensation payable under this agreement is sufficient consideration for this clause, and the time and character limitations are reason able and will not impair your ability to earn a living.

'Associated Company' means any member of the Gallagher Service Center LLP and Arthur J. Gallagher & Co. group of companies and includes any individual, corporation, partnership, limited liability company, association, trust or other entity that directly or indirectly controls, or is controlled by GSC or Arthur J. Gallagher & Co.

'Client' means any person to whom you have sold any financial or insurance services or products on behalf of GSC or any Associated Company, or who you knew was provided with such services or products, at any time during the 12 months before your effective date of termination (or whilst you were employed if less than 12 months).

'Potential Client' means any person with whom you had contact at any times in the period of 12 months immediately preceding the termination of your employment, who has communicated an interest to the GSC or any Associated Company in purchasing.

## 22. Non-Compete

You covenant and agree that, in the course of your employment with GSC, you would have access to confidential information of GSC and the Group Company and its clients, proprietary contents, privileged information and technical knowhow, which information if known to people or entities outside GSC and the Group Company (including but not limited to competitive businesses) may cause irreparable damages and losses to GSC and the Group Company. You hereby agree that during the term of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, anywhere in India or abroad, on behalf of any Competitive Business, perform any services or duties which are substantially similar to your services or duties with GSC. The direct competitors of the Company that you shall not perform duties with, are:

- Willis Towers Watson
- AON
- Marsh

In the event of you joining any company having similar lines of business as GSC or the Group Company or direct competitors, to perform any services or duties which are substantially similar to your employment with GSC, you irrevocably agree that GSC and the Group Company shall be entitled to equitable and monetary relief. You hereby without any condition irrevocably agree to pay a sum as specified by GSC towards liquidated damages to GSC and the Group Company. This is over and above any other dues payable by you to GSC.

"Competitive Business" means any person, company or entity which competes or proposes to compete with GSC or the Group Company.

## 23. Non Solicitation

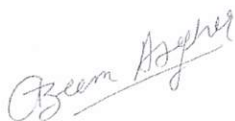
You are covenant and agree that during the course of your employment with GSC and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of GSC, with whom you had personal contact or supervised while performing your Job Duties, to terminate their employment relationship with GSC or otherwise act contrary to the interests of GSC

**24. Jurisdiction**

This agreement shall be governed by and construed in accordance with the laws of the Republic of India and subject to exclusive jurisdiction of the courts in Pune and no other courts shall have the jurisdiction to entertain and try any matters relating to or arising from and out of the provisions of this letter.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter.

Yours faithfully,  
For Gallagher Service Center LLP



**Azeem Asgher**  
**Senior Business Leader - Human Resource**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

**Candidate's Name & Signature.**

**Place & Date.**

IV. I acknowledge that the confidential information and inventions is/are valuable, special and unique and that in the event of breach of any terms/obligations/conditions of this declaration cum undertaking will result in irreparable harm/injury to the Company and therefore, I agree that, in the event of breach or threatened breach of any terms/obligations/conditions of this declaration cum undertaking by me, the Company shall be entitled to a temporary, preliminary and/or permanent injunctive relief in addition to and not in lieu of any other legal or equitable relief including monetary damages; and without prejudice to foregoing I agree to indemnify and keep indemnified, without demur, the Company from and against any and all losses, liabilities, claims, expense, damages, costs (including but not limited to advocate fees, litigation cost), which the Company may suffer/incur as a result of breach of any terms/obligations/conditions of this declaration cum undertaking and/or the offer letter by me.

V. I accept and agree that this declaration cum undertaking is a part of my employment agreement with the Company or offer letter issued by the Company to me and shall be read and understood in conjunction with the same.

**Agreed and Accepted**

**Candidate's Name & Signature**



# Caliber Outsourcing Services

**Corporate Office :** 1416 A, Galleria Commercial Tower,  
DLF Phase-IV, Gurgaon - 122002 (Haryana), India  
Ph. : 0124-4101452 - 4101453, 4101454, 4101455  
Website: www.caliberhr.com

**Branch Office**  
D-51, Shantikunj Business Centre  
G.K. -II Enclave, New Delhi-110048  
Ph.: 011-46529404/5, Fax : 011-46529406

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Date: 4<sup>th</sup> May, 2018

Ms. **Shrutika Vikas Sali**  
1682, Vishnu Sadan, Opp Swad Bhel,  
Near SP's Briyani House, Khajina Vihir Chowk  
Sadashiv Peth  
Pune - 411030

Sub: Offer Letter

Dear Shrutika,


Further to your interview and subsequent discussion with us, we are pleased to inform that we wish to engage you as "HR Associate". You will be deputed to the office of our client. Your gross compensation would be as per the break-up sheet attached.

You are required to join on **14<sup>th</sup> May, 2018**. A formal letter of engagement shall be issued to you on joining.

If these terms are accepted by you, please so signify by signing below.

Thanking you,

Yours faithfully,  
For **Caliber Outsourcing Services**.

  
**Manas Pahari**  
General Manager

**SHRUTIKA  
Vikas Sali**

Name	
Designation	HR Associate
Location	PUNE
State	Maharashtra
Region	West
Department	
Reporting To	
DOJ	Monday, May 14, 2018
Revised w.e.f.	
<b>Annual CTC</b>	<b>240,000</b>
Particulars	Amount (Rs) per month
Basic	10,000
HRA	5,000
Transport Allowance	1,600
Medical Allowance	1,245
<b>FIXED MONTHLY GROSS ( a )</b>	<b>17,845</b>
Proportionate Bonus ( 8.33 % of Basic )	833
Employer's Contb. To PF ( 12% of Basic)	1,200
Employer's Contb. To ESI ( 4.75% of Gross)	-
LWF	6
<b>MONTHLY CTC ( b )</b>	<b>19,884</b>
P.F. Admin Charges @ 1.16%	116
<b>MONTHLY CTC ( including PF Admin Charges) ( c )</b>	<b>20,000</b>

<b>FIXED MONTHLY GROSS ( a )</b>	<b>17,845</b>
Less: -	
Employee's Contb. To ESI ( 1.75% of Gross)	-
Employee's Contb. To PF (12% of basic)	1,200
P Tax @ Rs.2,500/- per annum	200
LWF	2
<b>*CARRY HOME AMOUNT PER MONTH ( d )</b>	<b>16,443</b>

Subject to Deduction of Income Tax

For Caliber Outsourcing Services



Manas Pahari

Shrutika Vikas Sali

HRD/HR/402/REV-03

Ms. Tanmayee Shinde

Pune



Date: 01<sup>st</sup> Oct. 2018

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Dear Ms. Tanmayee,

Thank you for your interest in **Amit Enterprises Housing Limited**.

Further to your application and subsequent interview and discussions we had with you, we are pleased to offer you the position of **Trainee – HR** in our company. You will be posted in Corporate Office, Pune.

Your compensation will be as per the discussions we had with you during the interview. Your appointment will be governed by terms and conditions indicated in your appointment letter which, with completed details of your salary, will be handed over to you on your joining date.

You are required to join us on or before **01<sup>st</sup> October 2018**, beyond which this offer stands withdrawn unless mutually discussed in advance. Please confirm your acceptance of this by sending us the duplicate copy of this letter duly signed and confirming date of joining within 3 days from the date of this offer.

This offer is subject to you clearing your medical tests; details of the same are mentioned in annexure.

We request you to bring following documents, with original for verification, at the time of joining:-

- School leaving certificate / Birth certificate
- SSC, HSC, Graduation & Post Graduation Mark Sheet Semester Wise.
- Reliving letter & Experience letter of all previous companies
- Last three months' salary slips
- 5 red background passport size photographs
- Medical Fitness certificate
- ID Proof & Address Proof- 3 Photocopies of Each

We welcome you to Amit Group and look forward to a long and mutual beneficial association.

Yours faithfully

For **Amit Enterprises Housing Limited**

  
HUMAN RESOURCES

  
Received & Accepted

01/10/18

Signature/Date

AMIT ENTERPRISES HOUSING LTD

CIN No.: U45200PN2008PLC131731

Regd. Office / Corporate Office : Amit House, 1902, Sadashiv Peth, Bajirao Road, Pune - 411030, Maharashtra, India,  
Tel.: +91 20 2448 9494/95 | Fax.: +91 20 2443 1554 | www.amitenterprises.com

Mumbai Office : Plot No. 1074, Rajabhau Desai Road, Standard Mill Lane, Next to Ahuja Tower, Opp. TATA Motors,  
Prabhadevi, Mumbai, Maharashtra. India 400025 | Tel./fax : + 91 22 24990089



Name: Tanmayee Shinde		
Designation: Trainee		
Particulars	Monthly	Yearly
Basic	7,634	91,603
House Rent Allowance	3,817	45,802
Conveyance Allowance	1,600	19,200
Medical Reimbursement Allowance	1,250	15,000
Child Education Allowance	100	1,200
Leave Travel Allowance	1,590	19,084
Other Allowance	3,093	37,119
<b>Fixed Gross Salary</b>	19,084	229,008
<b>Variable Salary</b>	-	-
<b>Total Gross Salary</b>	19,084	229,008
Employer's Provident Fund	916	10,992
<b>Cost To Company</b>	20,000	<b>240,000</b>

*[Handwritten signature]*  
11/10/18

**AMIT ENTERPRISES HOUSING LTD**

CIN No: U45200PN2008PLC131731

Regd. Office / Corporate Office : Amit House, 1902, Sadashiv Peth, Bajirao Road, Pune - 411030. Maharashtra, India.  
Tel.: +91 20 2448 9494/95 | Fax.: +91 20 2443 1554 | www.amitenterprises.com

Mumbai Office : Plot No. 1074, Rajabhau Desai Road, Standard Mill Lane, Next to Ahuja Tower, Opp. TATA Motors,  
Prabhadevi, Mumbai, Maharashtra. India 400 018 | Tel./fax: + 91 22 24990089





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HRD/HR/402/REV-03

Date: 01<sup>st</sup> Oct. 2018

**Mr. Parag Borikar**

Pune

Dear Mr. Parag,

Thank you for your interest in **Amit Enterprises Housing Limited**.

Further to your application and subsequent interview and discussions we had with you, we are pleased to offer you the position of **Trainee – Sales** in our company. You will be posted in Corporate Office, Pune.

Your compensation will be as per the discussions we had with you during the interview. Your appointment will be governed by terms and conditions indicated in your appointment letter which, with completed details of your salary, will be handed over to you on your joining date.

You are required to join us on or before **01<sup>st</sup> October 2018**, beyond which this offer stands withdrawn unless mutually discussed in advance. Please confirm your acceptance of this by sending us the duplicate copy of this letter duly signed and confirming date of joining within 3 days from the date of this offer.

This offer is subject to you clearing your medical tests; details of the same are mentioned in annexure.

We request you to bring following documents, with original for verification, at the time of joining:-

- School leaving certificate / Birth certificate
- SSC, HSC, Graduation & Post Graduation Mark Sheet Semester Wise.
- Reliving letter & Experience letter of all previous companies
- Last three months' salary slips
- 5 red background passport size photographs
- Medical Fitness certificate
- ID Proof & Address Proof- 3 Photocopies of Each

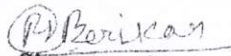
We welcome you to Amit Group and look forward to a long and mutual beneficial association.

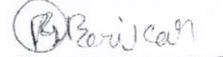
Yours faithfully

For **Amit Enterprises Housing Limited**

**HUMAN RESOURCES**

Received & Accepted

  
Signature/Date



**AMIT ENTERPRISES HOUSING LTD**

CIN No: U45200PN2008PLC131731

Regd. Office / Corporate Office : Amit House, 102, Sadashiv Peth, Bajirao Road, Pune - 411030. Maharashtra, India.  
Tel.: +91 20 2448 9494/95 | Fax.: +91 20 2443 1554 | www.amitenterprises.com



HRD/HR/402/REV-03

Date: 01<sup>st</sup> Oct. 2018

**Mr. Akshay Gadhe**

Pune

Dear **Mr. Akshay,**

Thank you for your interest in **Amit Enterprises Housing Limited.**

Further to your application and subsequent interview and discussions we had with you, we are pleased to offer you the position of **Trainee – Sales** in our company. You will be posted in Corporate Office, Pune.

Your compensation will be as per the discussions we had with you during the interview. Your appointment will be governed by terms and conditions indicated in your appointment letter which, with completed details of your salary, will be handed over to you on your joining date.

You are required to join us on or before **01<sup>st</sup> October 2018**, beyond which this offer stands withdrawn unless mutually discussed in advance. Please confirm your acceptance of this by sending us the duplicate copy of this letter duly signed and confirming date of joining within 3 days from the date of this offer.

This offer is subject to you clearing your medical tests; details of the same are mentioned in annexure.

We request you to bring following documents, with original for verification, at the time of joining:-

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- Last three months' salary slips
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- Medical Fitness certificate
- ID Proof & Address Proof- 3 Photocopies of Each

We welcome you to Amit Group and look forward to a long and mutual beneficial association.

Yours faithfully

**For Amit Enterprises Housing Limited**

  
**HUMAN RESOURCES**

  
**Received & Accepted**

31/10/18

**Signature/Date**

**AMIT ENTERPRISES HOUSING LTD**

CIN No: U45200PN2008PLC131731

Regd. Office / Corporate Office : Amit House, 1902, Sadashiv Peth, Bajirao Road, Pune - 411030. Maharashtra, India.  
Tel.: +91 20 2448 9494/95 | Fax.: +91 20 2443 1554 | www.amitenterprises.com



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HRD/HR/402/REV-03

Date: 01<sup>st</sup> Oct. 2018

**Mr. Abhishek Gore**

Pune

Dear **Mr. Abhishek,**

Thank you for your interest in **Amit Enterprises Housing Limited.**

Further to your application and subsequent interview and discussions we had with you, we are pleased to offer you the position of **Trainee – Sales** in our company. You will be posted in Corporate Office, Pune.

Your compensation will be as per the discussions we had with you during the interview. Your appointment will be governed by terms and conditions indicated in your appointment letter which, with completed details of your salary, will be handed over to you on your joining date.

You are required to join us on or before **01<sup>st</sup> October 2018**, beyond which this offer stands withdrawn unless mutually discussed in advance. Please confirm your acceptance of this by sending us the duplicate copy of this letter duly signed and confirming date of joining within 3 days from the date of this offer.

This offer is subject to you clearing your medical tests; details of the same are mentioned in annexure.

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- Reliving letter & Experience letter of all previous companies
- Last three months' salary slips
- 5 red background passport size photographs
- Medical Fitness certificate
- ID Proof & Address Proof- 3 Photocopies of Each

We welcome you to Amit Group and look forward to a long and mutual beneficial association.

Yours faithfully

**For Amit Enterprises Housing Limited**

**HUMAN RESOURCES**

**Received & Accepted**

**Signature/Date**

1/10/18

**AMIT ENTERPRISES HOUSING LTD**

CIN No: U45200PN2008PLC131731

Regd. Office / Corporate Office : Amit House, 1902, Sadashiv Path, Bajirao Road, Pune - 411030. Maharashtra, India.  
Tel : +91 20 2448 5404/951 Fax : +91 20 244 1 1554 | www.amitenterprises.com

Date: 15-Jul-2019

**Mr. / Ms. Pooja Hanumant Kapare**

Dear Pooja,

We have pleasure in appointing you as *Process Associate*, in our organization. While you will be initially based at our *Pune Office*, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

**1. Date of joining**

Your appointment is effective from the date of joining which shall be as early as possible but not later than **15-Jul-2019**.

**2. Salary**

Your gross compensation will be **Rs. 2,28,260/-** (*Rupees Two Lakhs Twenty Eight Thousand Two Hundred and Sixty Only*) per annum, on a *cost to company (CTC)* basis. The breakdown of the CTC will be as specified under various line items as set out in Schedule A. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

**3. Salary review**

Your salary will be reviewed annually (**January/July**) subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

**4. Incentive**

You can earn an incentive after three months from your date of joining; you can earn an incentive up to 4% of your Fixed emoluments, i.e. maximum of **Rs. 8154 /- p.a.**, which is a part of your total emoluments as mentioned in the annexure and this shall be linked to your performance and shall be governed by the Company rules and policy.

**5. Leave**

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

**6. Retirement**

The retirement age is 58 years.

**7. Probation & Confirmation:**

You will be on probation for 6 months from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **'30 days'** notice by either party.

**8. Other Work**

Your position is a **whole time employment** with the Company and you shall devote yourself exclusively to the business 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 share-holder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.

**Gallagher Service Center LLP**

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Virmannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700

Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

**TALKD.**

Talkd Pvt. Ltd.

CIN: U74900PN2011PTC141682

GSTIN: 27AACCI8228D1Z0

Date: 9th May 2019

Mr. Nilesh Dabare

Employee ID: TKD251

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**Subject: Compensation Revision Letter**

We would like to express our appreciation and commendation for the passion and commitment you have been exhibiting in your existing role.

As discussed your annual compensation is INR 2,20,536 with effect from 1st April 2019. Revised Annual Compensation Breakup is mentioned below:

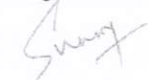
TALKD Pvt. Ltd.		
2 <sup>nd</sup> Floor, Galore Tech IT Park,		
Bavdhan, Pune - 411021		
Employee Name	Nilesh Dabare	
Designation	Business Development Executive	
Location	Pune	
Particular	Monthly	Yearly
Basic	10051	120612
House Rent Allowance	4020	48240
Special Allowance	4307	51684
CTC	18378	220536

## Note:-

1. The above salary break-up is provided based on the existing Company policies and may undergo change from time to time.
2. As per the Company policy you are required to maintain total confidentiality of your compensation details.
3. You will be eligible for Gratuity and Medical Insurance as per the Company policy.
4. The salary mentioned above is subject to deduction of tax as may be applicable from time to time.
5. The Company is eligible to deduct all such amounts as may be due against you for whatsoever reason from salary payable to you.

All the other terms and conditions of your employment remain unchanged as per your appointment letter.

Regards,



Sunny Patel  
Head, Operations & Finance



202, Galore Tech IT Park, Bavdhan, Pune - 411021, INDIA | +91 902-116-7413 | www.talkd.co | info@talkd.co

# TALKD.

Talkd Pvt. Ltd.

CIN: U74900PN2011PTC141682

GSTIN: 27AACCI8228D1Z0

## APPOINTMENT LETTER

Date: 13<sup>th</sup> December, 2018  
Mr. Nilesh Dabre  
Employee ID: TKD251

**Subject: Appointment Letter for employment as Business Development Executive**

Dear Nilesh,

This is with reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as 'Business Development Executive' in TalkdLead Department.

This offer of appointment is subject to your satisfying the following:

- a. Submission of all your necessary certificates & documents in respect of educational and professional qualifications, proof of age and previous employment, as per the requirements of the Company.

The broad terms and conditions of employment shall be as under:

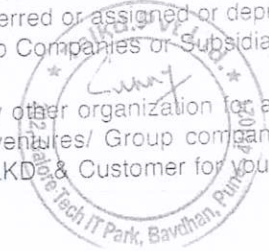
### 1. Remuneration:

- a. Your Total CTC will be INR 2,10,000/- and the compensation package will comprise of the components specified in ANNEXURE 1.
- b. In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Gross Salary to ensure that the payments are made in compliance of such statutes.
- c. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- d. Company may from time to time, deduct any statutory deduction or withholding tax as may be required by applicable law.
- e. You will be eligible for an appraisal as per Company's policies subject to your performance and ability to meet the goals set by your reporting manager. The monetary gains, percentage of hike, promotion solely depends on the evaluation against the goals set and will done by your reporting manager/leader.

### 2. Hours of Work:

- a. The working day shall comprise of eight and a half working hours and a lunch break for 60 (Sixty) minutes. The normal working hours are between 10:00am to 7:00pm from Monday through Saturday.
- b. For fulfilling the Company's business needs from time to time, you may be transferred or assigned or deputed, at the discretion of the Company, to any other locations in India or abroad than your location at the time of your appointment. Thus, you may be transferred or assigned or deputed to the locations of the Clients of the Company, or locations of the Group Companies or Subsidiaries of the Company as a representative of TALKD Pvt. Ltd.
- c. The company can initiate movement of your employment to any other organization for any reason including but not only limited to mergers, movement to Joint ventures/ Group companies/ Sister concerns, divestment, in case of mutual agreement between TALKD & Customer for you moving to customer's roll etc.

202, Galore Tech IT Park, Bavdhan, Pune - 411021, INDIA | +91 902-116-7413 | www.talkd.co | info@talkd.co



**talkd.**

Talkd. Pvt. Ltd.

A-202, Galore Tech IT Park,  
 Bavdhan, Behind Marathi Mandir  
 Pune- 411021, INDIA  
 CIN: U74900PN2011PTC141682

## Annexure 1: Annual &amp; Monthly Compensation Plan

Your annual compensation package will be INR 2,10,000/- the break-up of which is below:

TALKD Pvt. Ltd.		
2 <sup>nd</sup> Floor, Galore Tech IT Park,		
Bavdhan, Pune - 411021		
Employee Name	Nilesh Dabare	
Designation	Business Development Executive	
Location	Pune	
Particular	Monthly	Yearly
Basic	7000	84000
HRA	2800	33600
Special Allowance	6860	82320
Company Contribution to PF	840	10080
CTC	17500	210000

## Note:-

1. The above salary break-up is provided based on the existing Company policies and may undergo change from time to time.
2. As per the Company policy you are required to maintain total confidentiality of your compensation details.
3. You will be eligible for Gratuity and Medical Insurance as per the Company policy.
4. The salary mentioned above is subject to deduction of tax as may be applicable from time to time.
5. The Company is eligible to deduct all such amounts as may be due against you for whatsoever reason from salary payable to you.



30-Jan-2018 08:42:48

Dear Sahal Mayur,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in **Level 1** of our Company. Your initial positing will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
Employers Contribution to PF	7920.00
Gratuity	3174.60
Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above-mentioned sources.

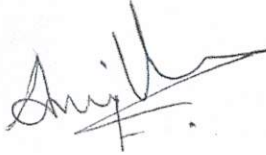
The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the AntiCorruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

We look forward to your joining the company and wish you a long and successful career with the organization.



Best Regards,



Anuj Varma  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : **Sahal Mayur** Signature & date: \_\_\_\_\_

Registered Office : ICICI Prudential Life Insurance Company Limited

ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai – 400 025, India.

Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.iciciprulife.com](http://www.iciciprulife.com)

CIN : U66010MH2000PLC127837

55

60

30-Jan-2018 08:42:48

Dear **Chopra Vaishnavi**,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in Level 1 of our Company. Your initial posting will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
Employers Contribution to PF	7920.00
Gratuity	3174.60
Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above-mentioned sources.

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Please note that this offer is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the AntiCorruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



**Anuj Varma**  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : **Chopra Vaishnavi** Signature & date: \_\_\_\_\_

Registered Office : ICICI Prudential Life Insurance Company Limited

ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai – 400 025, India.

Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.iciciprulife.com](http://www.iciciprulife.com)

CIN : U66010MH2000PLC127837

30-Jan-2018 08:42:48

Dear Shinde Vaibhav,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in Level 1 of our Company. Your initial posting will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
Employers Contribution to PF	7920.00
Gratuity	3174.60
Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

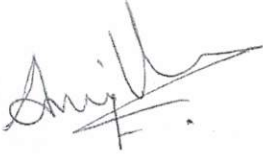
The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above-mentioned sources.

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We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Anuj Varma  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : **Shinde Vaibhav** Signature & date: \_\_\_\_\_

30-Jan-2018 08:42:48

Dear Chaudhari Akshay ,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in **Level 1** of our Company. Your initial positing will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
Employers Contribution to PF	7920.00
Gratuity	3174.60
Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

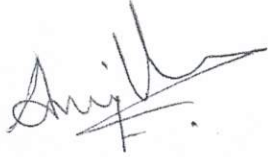
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We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



**Anuj Varma**  
**Senior Vice President**  
**Human Resources**  
**ICICI Prudential Life Insurance Co. Ltd.**

I accept the above terms and conditions.

Name : **Chaudhari Akshay** Signature & date: \_\_\_\_\_

30-Jan-2018 08:42:48

63

Dear Kamble Prashant,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in Level 1 of our Company. Your initial positing will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
Employers Contribution to PF	7920.00
Gratuity	3174.60
Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above-mentioned sources.

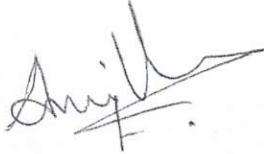
The offer is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct, the Company will have the right to terminate your services at any time without prior notice.

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We look forward to your joining the company and wish you a long and successful career with the organization.



Best Regards,



Anuj Varma  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : **Kamble Prashant** Signature & date: \_\_\_\_\_

Registered Office : ICICI Prudential Life Insurance Company Limited

ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai – 400 025, India.

Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.iciciprulife.com](http://www.iciciprulife.com)

CIN : U66010MH2000PLC127837

59

64

30-Jan-2018 08:42:48

Dear Mule Ajay,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in **Level 1** of our Company. Your initial positing will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
Employers Contribution to PF	7920.00
Gratuity	3174.60
Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above-mentioned sources.

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We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Anuj Varma  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : **Mule Ajay** Signature & date: \_\_\_\_\_

60

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30-Jan-2018 08:42:48

Dear Mallick Soubhagya,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in **Level 1** of our Company. Your initial positing will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
Employers Contribution to PF	7920.00
Gratuity	3174.60
Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

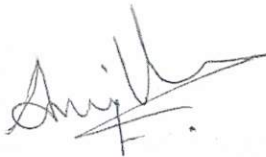
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We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



**Anuj Varma**  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

Name : **Mallick Soubhagya** Signature & date: \_\_\_\_\_

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66

30-Jan-2018 08:42:48

Dear Gaikwad Megha,

We are pleased to offer you the position of **FIN. SERVICES CONSULTANT-PR** in **Level 1** of our Company. Your initial posting will be at **Pune - FC Road**.

Your compensation details are as follows:

Components	₹ per annum
Basic	66000.00
Flexible Compensation Plan	135905.40
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Minimum Statutory Bonus	7000.00
<b>Total Fixed Pay</b>	<b>220000.00</b>

The terms and conditions of your appointment will be communicated to you on acceptance of our letter.

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We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



**Anuj Varma**  
Senior Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.

I accept the above terms and conditions.

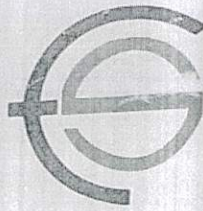
Name : **Gaikwad Megha** Signature & date: \_\_\_\_\_

Registered Office : ICICI Prudential Life Insurance Company Limited

ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai – 400 025, India.

Tel.: 4039 1600, 6644 1600 · Fax: 2437 6638 · Visit us at: [www.iciciprulife.com](http://www.iciciprulife.com)

CIN : U66010MH2000PLC127837



67

Ms. Tejaswini Kadam  
Pune

FINRISE SOLUTIONS  
Financial Services at its best!

703

Dear, Ms. Tejaswini

We are pleased to offer you the full-time position of Executive Business Development at "Finrise Solutions" with a start date of 21<sup>st</sup> May 2019. You will be reporting directly at workplace location. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to do Business Development for the organization.

The annual starting salary for this position is 1,92,000/- ( One Lakh Ninety Two thousand Only ) starting on 1<sup>st</sup> July 2019.

Your employment with Finrise Solutions will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

Please confirm your acceptance of this offer by signing and returning this letter

We are excited to have you join our team! If you have any questions,

Sincerely,

Finrise Solutions

Mr. Abhay Joshi

Signature: TKadam  
Printed Name: TEJASWINI H. KADAM  
Date: \_\_\_\_\_





**PRAGIX INFOTECH**  
Pvt Ltd.  
IT services and solutions

HEAD OFFICE :-

Office No. C-511, C Wing,  
Megacenter Near Noble  
Hospital, Hadapsar, Pune.

91  
68

OFFER LETTER

9<sup>th</sup> June, 2018

TO,

Mr. Akshay Lawar

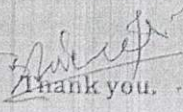
**SUB: LETTER OF APPOINTMENT FOR MARKETING EXECUTIVE**

Dear Akshay,

We are pleased to offer you employment in our company **Pragix Infotech pvt. ltd.** in the capacity of the "Marketing Executive" at 1.86 Lakh CTC per annum. You will be on probation for a period of three months. This may be reduced or further extended at the sole direction of the organization. Kindly sign on the duplicate copy of this letter as an evidence of your acceptance.

You are requested to join the duties on Thursday 14<sup>th</sup> June, 2018 at our office at 10.00 AM.

We are pleased that you will be working with our office and look forward to your success.

  
Thank you.



Regards

Pragix Infotech Pvt. Ltd.

Contact Number - (020) 66209266 / 8149960960

Website - [www.pragixinfotech.com](http://www.pragixinfotech.com)

E-Mail - [info@pragixinfotech.com](mailto:info@pragixinfotech.com)

81

69




ISO 9001:2008 Company ISO 27001:2013 Company Cloud Consulting & Infrastructure

F&A KPO  
Hedge Fund BPO

Ref. No: HR/AL03/615

## Appointment Letter

Date: 18/02/2019

Dear Mr. Yash Aher

IBN Technologies Limited (Henceforth referred to as "Company"), we have the pleasure in appointing you as "Business Process Executive".

The Annexures A, B and C are an integral part of this addendum.

S. No	Annexure	Type
1	A	Confidentiality Agreement
2	B	Non- Compete Agreement
3	C	Compensation and Benefits

### 1. DATE OF APPOINTMENT

Your appointment is effective from 18<sup>th</sup> February 2019.

### 2. COMPENSATION AND BENEFITS

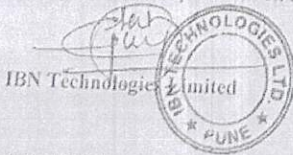
You will be paid an all-inclusive salary package of Rs 1,80,000 (Rupees One Lakh Eighty Thousand Only) per annum on a cost to the company basis.

Incase Provident Fund Contribution is made applicable it will be dealt on CTC basis. Which means the employer contribution has already been added to your current salary.

The breakup of CTC is given in Annexure-C

### 3. PLACE OF EMPLOYMENT AND TIMING

3.1 Your initial place of work will be at Pune. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the employer or any of its affiliated conducts business. The duties to be performed by you hereunder shall be performed in such location as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirement on behalf of the company from time to time.



Mr. Yash Aher

IBN Technologies Limited  
Unit No. 42, Electronic Co-Operative Estate Limited  
Pune Satara Road, Pune, Maharashtra - 411009.

T: +91 20 67690404  
E: info@ibntech.com

W: www.ibntech.com  
W: www.dou-lion.com

Dear Sunil Aute,

We are pleased to offer you the position of **Jr. Digital Marketing Executive** at Armoks Digital.

**Your responsibilities will include the following:**

WordPress:

1. Creating website designs.
2. Designing and implementing new features and functionality.
3. Establishing and guiding the website's architecture.
4. Ensuring high-performance, availability and managing all technical aspects of the CMS.

Digital Marketing:

1. Contribute to and develop integrated digital marketing campaigns.
2. Communicating with target audiences and managing customer relationships.
3. Researching and developing new online media opportunities that benefits the business including social media marketing strategies.

**Salary:** ₹ 10,000 + ₹ 15,000 variable per month.

Variable will be for -

- a. Organizing and promoting workshops and training programs for Armoks Digital.
- b. Coordinating with designers and content writers to create collaterals for workshops and trainings.
- c. Ensuring that a revenue of INR 20,000 is achieved per month.



Digital

6, Vivek Building,  
2164-66/2,  
Vijayanagar Colony,  
Sadashiv Peth, Pune - 411030  
+91.9552515020 +91.9822575676

**Office Timings:** 10 am to 7 pm

**Date of Joining:** 30<sup>th</sup> July 2018

The notice period for leaving/ terminating services shall be one month on either side to be intimated in written or by e-mail. Under normal circumstances you will carry on with the organization for minimum of 1 year and depending on your performance we may consider hiring you as a permanent employee upon completion of 1 month and revision of your salary post that. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. You acknowledge that the data of clients or of the company is confidential. You will not discuss, share, disclose or transfer any such data to external parties, personnel, or anyone outside of the company in any manner whatsoever including but not limited to verbal, written or electronic form knowingly or unknowingly. You will take all measures to ensure that such confidentiality is maintained throughout your employment with the company and after the employment is void on account of any reasons whatsoever.

We sincerely look forward to you accepting the offer and growing together.

**Arun Prabhudesai**

Co-Founder, Armoks Digital

# State Street Syntel Services

A State Street and Syntel Company

StateStreet Syntel Ser Pvt Ltd  
Block S-5 Plot No. B-1  
MIDC Software Technology Park  
Talawade, Tal - Haveli  
Pune-411062, India  
Tel:020-30615000/40701000  
CIN No:U72200MH2004PTC144362

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Date: 27-Sep-2018

Mr Shivraj Gadikar,  
Gosavi Wasti Happy Colony  
S No 167/168 Lane No -2 Kothrud.  
PUNE-411038.

## Subject: Employment Letter

Dear Shivraj,

We are pleased to inform that you have been selected for employment with **StateStreet Syntel Ser Pvt Ltd** as **Officer KPO ( E0)**. Your total emoluments are **Rs. 165000/-** per annum and are described in "Annexure A". You shall also be entitled for onetime bonus of Rs 10000/- on completion of I(one) year tenure with the organization. You shall not be eligible for this payout, in case of Your voluntary resignation or You ceasing to report for work with the Company within the said period of 12 months Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

You will be on probation for a period of 6 months from the date of commencement of your service, which may be further extended at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing.

**Your employment with the Company is subject to immediate termination if you fail to meet up with the necessary training requirements for the project allocated to you.**

Either party can terminate this Employment Letter (Employment Agreement) by providing a written notice period to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the Company. The notice period shall be 30 days during probation period and 45 days on confirmation. The waiver of Notice period, if any, will be at the final discretion of the Company.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **3-Oct-2018**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A-Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you to Syntel family and look forward to a very fruitful association with you.

Yours sincerely,  
For StateStreet Syntel Ser Pvt Ltd,



Adarsh Krishna  
Head - Global Recruitment Cell

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company

on \_\_\_\_\_ Date & Signature \_\_\_\_\_.

Annexure A – Remuneration Details

Name: Mr Shivraj Gadikar

Designation: Officer KPO

Grade: E0

Compensation Components	Monthly (Rs.)	Annual (Rs.)
<b>Salary &amp; Allowances</b>		
Basic Salary	5260	63120
House Rent Allowance	2630	31560
Bonus	2000	24000
Special Allowance	2133	25596
Conveyance Allowance	600	7200
<b>Total Salary &amp; Allowances (A)</b>	<b>12623</b>	<b>151476</b>
<b>Company's Contribution to Provident Fund (PF) (B)</b>	<b>1127</b>	<b>13524</b>
<b>Total Cost to Company (CTC) C = (A+B)</b>	<b>13750</b>	<b>165000</b>

**Notes:**

- (1) Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion.
- (2) Company's Contribution to PF is @12% and is calculated on the sum of Basic Salary, Special Allowance & Bonus or Rs. 1800/- per month whichever is lower.
- (3) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
- (4) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
- (5) As per the Company policy, you will be covered under a company provided Medical Insurance.



Adarsh Krishna  
Head - Global Recruitment Cell

## Annexure B – Terms and Conditions

### **1.0 Work Related:**

- 1.1 The Employee will devote his/her full time to the work of State Street Syntel Services Pvt. Ltd. (hereinafter referred to as "SYNTEL"), and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of SYNTEL.
- 1.2 The appointment is being made in good faith on the basis of the Employee's resume and other information provided by the Employee during the course of interview and mutual discussions. SYNTEL reserves the right to make suitable formal/ informal checks with educational institutions and previous employers of the Employee as may be applicable. The Employee is requested to produce all the documents as mentioned in the checklist attached on their date of joining. Any discrepancy in the information/ data provided by the Employee shall result in the termination of employment forthwith and the Employee shall indemnify SYNTEL in full, for any losses suffered by SYNTEL.
- 1.3 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. SYNTEL shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and, act in good faith and in the best interests of SYNTEL.
- 1.4 The Employee will retire from SYNTEL's services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.
- 1.5 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with SYNTEL group of companies and if the Employee is offered the Employee shall report the same immediately to SYNTEL.
- 1.6 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by SYNTEL.
- 1.7 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by SYNTEL as may be communicated from time to time, which are subject to modifications at the sole discretion of SYNTEL. The Employee shall be bound by the same.

### **2.0 Software Related:**

The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the SYNTEL or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of SYNTEL.

For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term 'SYNTEL' is deemed to include Syntel, Inc. and all its subsidiaries/affiliates.

### **3.0 Intellectual Property Rights:**

3.1 The Employee agrees to inform SYNTEL of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of SYNTEL, and which relate to the present or prospective business, work or investigations of SYNTEL; or which result from any work the Employee does,

# State Street Syntel Services

A State Street and Syntel Company

using any equipment, facilities, materials or personnel of SYNTEL; or which has or have been developed by the Employee or under the Employee's supervision, or which result's from or are suggested by any work, which the Employee does or may do for SYNTEL.

3.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in SYNTEL. Thus, the Employee agrees to assign and hereby assigns to SYNTEL/ SYNTEL's nominee, Employee's entire right, title and interest in —

- all Developments;
- all trademarks, copyrights and mask work rights in the developments; and
- all patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of SYNTEL or within two (2) years of the end of their employment (if conceived as a result of the Employment with SYNTEL).

3.3 The Employee acknowledges existence of SYNTEL's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of SYNTEL.

3.4 The Employee agrees to assign to SYNTEL his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with SYNTEL relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any acts and execute such documents, without expenses to the Employee which, in the judgments of SYNTEL or its attorneys may be needful or desirable to secure to SYNTL, patent protection and any or all rights relating to such invention or improvement.

#### **4.0 Non-solicitation / Non-competec:**

4.1 During the term of this Employment Agreement and for a period of two (2) years subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of SYNTEL, directly, indirectly, or through any other party, solicit business from or perform services for any SYNTEL client or any prospective SYNTEL client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.

4.2 During the term of this Employment Agreement and for a period of two (2) years subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of SYNTEL, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where SYNTEL is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

#### **5.0 Non-diversion of Employees:**

During the term of this Employment Agreement and for a period of two (2) years subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of SYNTEL, directly, indirectly, or through any other party solicit and/or offer an employment to a persons, who are then, or were during the previous six (6) months, employees of SYNTEL or any SYNTEL subsidiary / associate / affiliate.

#### **6.0 Specialized Training & Knowledge Acquisition:**

6.1 If the Employee has to undergo any specialized training in SYNTEL or arranged by SYNTEL, the Employee will have to execute a training agreement and an indemnity bond to serve SYNTEL for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle SYNTEL to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.

6.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of SYNTEL. As a consequence, the Employee commits to serve SYNTEL for a minimum period as mentioned in the said



# State Street Syntel Services

A State Street and Syntel Company

training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle SYNTEL to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

## **7.0 Confidentiality:**

7.1 So long as the Employee is in the employment of SYNTEL, providing certain products and/or services to SYNTEL and/or on behalf of SYNTEL, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to SYNTEL, are necessarily confidential and form valuable property of SYNTEL and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of SYNTEL. The Employee will not disclose Confidential Information without authority of SYNTEL to anyone other than SYNTEL's authorized person and even after the Employee has ceased to be in the service of SYNTEL, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that SYNTEL and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which SYNTEL shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of SYNTEL and/or its clients (of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of SYNTEL and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of SYNTEL and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify SYNTEL in writing immediately upon becoming aware of any such unauthorized disclosure or use of SYNTEL and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.

7.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than SYNTEL and/or SYNTEL's clients. The confidential Information and the Employee further agrees that disclosure of the same shall be with prior permission of SYNTEL.

7.3 The Employee agrees to promptly re-deliver to SYNTEL, upon request/ in the event of his/ her ceasing the employment with SYNTEL, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of SYNTEL, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to SYNTEL and that SYNTEL shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.

7.4 From time to time, SYNTEL's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

## **8.0 Arbitration:**

Any dispute and/ or difference arising out of or relating to the Employment Agreement (including exhibits attached thereto) including interpretation of its terms will be resolved through joint discussion. However, if the disputes are not resolved by discussions then the matter will be referred to an Arbitrator, who shall be a person nominated by SYNTEL. The proceeding of the arbitration shall be conducted in Mumbai. The decision of the arbitrator shall be final and binding on the parties. The language of arbitration shall be English.

## **9.0 Remedies:**

9.1 Notwithstanding clause 8 above (Arbitration clause), the Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and SYNTEL, will cause SYNTEL immediate and irreparable damage and that

# State Street Syntel Services

A State Street and Syntel Company

SYNTEL is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.

9.2 Remedies for damages procuring prior to SYNTEL's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

**10.0 Governing Law:**

The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Mumbai.

**11.0 Severability:**

If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

**12.0 Clarifications:**

For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

For State Street Syntel Services Pvt. Ltd

Confirmed and agreed to



Adarsh Krishna

Signature.....

Employee Name.....

Date.....

Date.....

---



No. ARDE/55/2/2011-CON/APP

To

Shri Damse Sagar Bhagwan  
Sr. No.94/2 Vakratund Heights,  
Jai Bhawani Nagar, Pimple Gurav  
Pin Code - 411061

07 Sep 2017

Subject: **ENGAGEMENT OF APPRENTICES - MECHANIC (Motor Vehicle) (MMV)**

In response to your application for the aforesaid trade you are advised to appear for Trade test and verification on 18 Sep 2017 at 0830 hrs. Please bring following certificates and one self attested photo copy of each in original for verification.

- a) School Leaving Certificate
- b) SSC, HSC - Board Certificate & ITI Certificate
- c) Character Certificate
- d) Caste Certificate, if applicable (in the prescribed format only)

2. No TA/DA will be admissible for attending the interview. This Establishment is located at Pashan Regular Municipal Transport Bus Services are available from Pune station / Corporation to Sutarwadi, Pashan, Bawadhan, Ramnagar, Abhinav, NDA. You are requested to get down at ARDE bus stop.

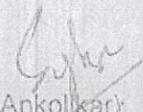
3. On arrival at this Establishment, please report to the Main Gate Security office where you will be directed to ADMIN group for further instructions. This letter will enable you to enter the premises of this Establishment and will be required be produced at the main Gate. This will also serve as an entry pass for you during the period of interview in this Establishment. On the day of interview and if selected for apprenticeship training, you will have to make your own arrangement to stay at Pune.

4. Please confirm in writing that you will be attending the interview on the scheduled date. Telephonic confirmation will not be entertained. If no confirmation is received by stipulated date, it will be presumed that you are not interested in attending the interview. You are permitted to converse in Hindi and English during the interview.

5. Please note that as per exiting orders, if you are already undergoing Apprenticeship training in other organization under Apprenticeship Act 1961, you are not entitled for Apprenticeship in this Establishment.

6. Those who have not submitted Xerox copies of ITI, HSC, SSC, School Leaving certificates with their bio data, are advised to produce the same before appearing for interview on the above mentioned date.

Your Roll No. MMV 01

  
(GK Ankolkar)  
Sr Admin Officer - II  
For Director ARDE



HRD / REC / 580616

DATE: 07-SEP-17

**SERVICE CERTIFICATE**

NAME : **SAGAR BHAGWAN DAMASE**

PERSONNEL NUMBER : 580616

DIVISION / DEPARTMENT : CV-H R PERSNL

DESIGNATION / TRADE : ASSISTANT (OFFICE ADMIN)

DATE OF JOINING : 28-JAN-17

DATE OF SEPARATION : 14-SEP-17

REASON FOR SEPARATION : COMPLETION OF TEMPORARY PERIOD

SALARY LAST DRAWN (TOTAL) : Rs. **11865.00/-PM**

PROVIDENT FUND NUMBER : 580616

**FOR TATA MOTORS LIMITED**

**Vijay L. Mayekar**  
Employee Relations- CVBU Pune

**TATA MOTORS LIMITED**

Pimpri Pune 411 018  
Tel 91 20 6613 1111 Fax 91 20 6613 1308  
www.tatamotors.com CIN - L28920MH1945PLC004520  
Registered Office Bombay House 24 Homi Mody Street Mumbai 400 001

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**Subject: Offer Letter**

**Dear MR ANIKET VINOD SUPEKAR**

Further to our discussions, we are pleased to formally offer to appoint you as **FASHION CONSULTANT**

You are requested to join on **14/12/2018**. Please convey your acceptance of the offer by signing or reverting on mail and returning to us, a copy of this letter, at your earliest convenience.

This offer is subject to satisfactory references including, if required, from your previous employers and proof of your qualifications. Please note that this offer may be cancelled even after you accept this offer if it becomes clear that you have supplied incorrect information in connection with your application for employment with the Company.

**Please Note:**

You are requested to submit photocopies of following documents at the time of Joining:

- Educational Documents (Xth Onwards)
- Date of Birth Proof (Birth Certificate/ Xth Certificate/Passport/Driving License)
- Photo ID proof
- Address Proof (Driving License/Passport/Electricity Bill/Telephone Bill/Ration Cards)
- 4 Passport size photo
- Copy of PAN Card
- Work Experience Certificate from all previous employers
- Relieving Letter or No dues from previous employer
- Last Pay Slip copy
- Bank Account Passbook copy (Mandatory)
- Temporary Address Proof

Initially you shall be based at **ICONIC THE PAVILLION ICC PUNE MAHARASHTRA** but will serve the company or any of its associated company or subsidiaries in any part / location in India as and when required by the company.

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(74)

**OFFER LETTER**  
(STRICTLY CONFIDENTIAL)

Ref: FTPL/HRD/OL/2018-19/291018/220

Date: 29<sup>th</sup> October 2018

To,

**Mr. Shubham Zurmure**

S/O Arun Zurmure,  
Ward No 2,  
Hanuman nagar Tukum,  
Chandrapur,  
Maharashtra -442401.

Dear Shubham,

With reference to your application and subsequent interview conducted, we are pleased to offer you the position of "Trainee -Business Development" on the following terms and conditions.

This offer is valid subject to you joining us on or before **12<sup>th</sup> November 2018** or the Offer stands cancelled.

1. **Designation:** Trainee -Business Development
2. **Working Hours:**
  - a. **Monday – Friday: Time (IST): 6.30 p.m. – 3:30 a.m. (Timings shall be adjusted for Daylight Savings Time).**
  - b. **Break-Time:** Tea/Dinner Break: 1 hour (Monday - Friday).
3. **Training:** You will undergo minimum of 1 week of training.
4. **Probation:** You shall serve a probationary period of Six (06) months. Such probation may be further extended by another Six (06) months depending on your work performance.
5. **Salary:** For Salary structure, Kindly find "Annexure A" attached with this letter.
6. **Location:** Your job location at present will be at our registered office in Pune
7. **Confidentiality:** As a condition of employment at the Company, you will be required to sign the Company's standard form of Non-Disclosure/Confidentiality Agreement which forms part of your contract of employment with the Company from the date of joining to protect the Company's and its clients rights in the information and materials developed by you or disclosed to you during the course of your duties.
8. **Background Check:** As a policy, the Company conducts background check of all new employees. Your appointment and your continuation in employment are subject to receiving satisfactory reports from a Background check, which shall include Medical Check and interviewing past and current employers, checking Employment & professional references,

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Mr. Shubham S. Thakare**Fl.No. 7 Audumbar apt Lane No.4  
Hingne Khurd  
Pune- 411051

Contact No. : +91 +91 9960983847

Dear Shubham Thakare ,

**Subject: Employment Letter**

We ("SMPL") are pleased to offer you the position of **Business Development Executive** subject to the following:

(1) You are required to join the Company from **07-JAN-2018**. If you accept this offer and fail to join the Company By the date mentioned above or any other date approved by the Company in writing, this offer shall automatically Stand cancelled.

(2) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.

(3) You will initially be based at the Company's office at **Sr. No. 2108, Sapphire Park, C, Flat No. 603 Park Street, Wakad, Pune-411057, Pune, Maharashtra 411057** unless communicated otherwise by the Company prior to your joining.

(4) Upon joining, your compensation will be as described in Annexure A

(5) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

(6) Based on your interview and the Company's assessment, your relevant experience on records will be taken as **0 years**. This relevant experience has been considered as the base for working out the compensation quoted in point 4 above. This relevant experience will also be taken as the base for all progressions whilst you are in service.

(7) You shall keep the contents of this offer and any Annexure hereto confidential.

(8) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter. You are requested to report at the following address by **09.30 AM** on the date of joining mentioned Above. Please ask for **HRD** to complete the joining formalities. Please bring along the Documents listed in Schedule 1 to Annexure B.

**Address:**

**Sunyash Multi Trading Pvt. Ltd.**  
Sr. No. 2108, Sapphire Park  
C, Flat No. 603 Park Street, Wakad,  
Pune- 411 057.  
Tel: 09503-009988

We welcome you into the SMPL family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,  
For **Sunyash Multi Trading Pvt. Ltd. ,**  
**Vivek Rathod**

CTO

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is \_\_\_\_\_.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature : \_\_\_\_\_



Ref: SMPL/HRD/2018-19/10004

31-Dec-2018

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**Mr. Girish Shyam Wankhede**

PM 83 Shaktimata Nagar Kharbi Road, Nagpur 09

Contact No. : +91 8793271914

Dear Girish Wankhede ,

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**Subject: Employment Letter**

We ("SMPL") are pleased to offer you the position of **Business Development Executive subject** to the following:

- (1) You are required to join the Company from **07-JAN-2018**. If you accept this offer and fail to join the Company By the date mentioned above or any other date approved by the Company in writing, this offer shall automatically Stand cancelled.
- (2) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
- (3) You will initially be based at the Company's office at **Sr. No. 2108, Sapphire Park, C, Flat No. 603 Park Street, Wakad, Pune-411057, Pune, Maharashtra 411057** unless communicated otherwise by the Company prior to your joining.
- (4) Upon joining, your compensation will be as described in Annexure A
- (5) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
- (6) Based on your interview and the Company's assessment, your relevant experience on records will be taken as **0 years**. This relevant experience has been considered as the base for working out the compensation quoted in point 4 above. This relevant experience will also be taken as the base for all progressions whilst you are in service.
- (7) You shall keep the contents of this offer and any Annexure hereto confidential.
- (8) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter. You are requested to report at the following address by **09.30 AM** on the date of joining mentioned Above. Please ask for **HRD** to complete the joining formalities. Please bring along the Documents listed in Schedule 1 to Annexure B.

**Address:**  
**Sunyash Multi Trading Pvt. Ltd.**  
**Sr. No. 2108, Sapphire Park**  
**C, Flat No. 603 Park Street, Wakad,**  
**Pune- 411 057.**  
**Tel: 09503-009988**

We welcome you into the SMPL family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,  
For Sunyash Multi Trading Pvt. Ltd. ,  
**Vivek Rathod**

CTO

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is \_\_\_\_\_.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

Ref: SMPL/HRD/2018-19/10003

31-Dec-2018

**Mr. Akshay Pandurang Roundhal**  
G501, Mahindra Royal, Pimpri  
Pune- 411018

Contact No. : +91 9158087560

Dear Akshay Roundhal ,

**Subject: Employment Letter**

We ("SMPL") are pleased to offer you the position of **Business Development Executive** subject to the following:  
(1) You are required to join the Company from **07-JAN-2018**. If you accept this offer and fail to join the Company By the date mentioned above or any other date approved by the Company in writing, this offer shall automatically Stand cancelled.

(2) This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.

(3) You will initially be based at the Company's office at **Sr. No. 2108, Sapphire Park, C, Flat No. 603 Park Street, Wakad, Pune-411057, Pune, Maharashtra 411057** unless communicated otherwise by the Company prior to your joining.

(4) Upon joining, your compensation will be as described in Annexure A

(5) Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

(6) Based on your interview and the Company's assessment, your relevant experience on records will be taken as **0 years**. This relevant experience has been considered as the base for working out the compensation quoted in point 4 above. This relevant experience will also be taken as the base for all progressions whilst you are in service.

(7) You shall keep the contents of this offer and any Annexure hereto confidential.

(8) This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter. You are requested to report at the following address by **09.30 AM** on the date of joining mentioned Above. Please ask for **HRD** to complete the joining formalities. Please bring along the Documents listed in Schedule 1 to Annexure B.

**Address:**

Sunyash Multi Trading Pvt. Ltd.  
Sr. No. 2108, Sapphire Park  
C, Flat No. 603 Park Street, Wakad,  
Pune- 411 057.  
Tel: 09503-009988

We welcome you into the SMPL family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,  
For Sunyash Multi Trading Pvt. Ltd. ,  
Vivek Rathod

CTO

I have read and understood the terms of this Employment letter and all Annexure thereto. I accept this employment letter and my tentative date of joining is \_\_\_\_\_.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature : \_\_\_\_\_



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2018-19

S. E. SOCIETY  
**S.N.B.P. COLLEGE OF ARTS, COMMERCE, SCIENCE  
& MANAGEMENT STUDIES**

(AFFILIATED TO PUNE UNIVERSITY)  
(ID No. PU/PN/ACS/305/2008)

Sant Dnyaneshwar Nagar, Ajmera, Mhada Colony, Morwadi, Pimpri, Pune 18. Phone : 020-27488628

Outward No. 1447-E

Date: 01/04/2022

Order of Appointment

To

Miss. Prerana S. Tulve

- 1) With reference to your application and subsequent interview held by Local Selection Committee on 22/03/2022, the management is pleased to inform that you are hereby appointed as an Assistant Professor for SNBP College of Arts, Commerce, Science & Management Studies Pimpri w.e.f 01/04/2022 for the academic year 2021-22.
- 2) You will be entitled to 3 days leave for the academic year with prior permission of the authority.
- 3) You have to undergo a medical examination within three months from the date of joining the post. Please bring a fitness certificate from your family doctor.
- 4) You are requested to acknowledge receipt of appointment and communicate the acceptance of the appointment within 7 days from the date of receipt of the same.
- 5) If no reply accepting the appointment letter is received within the period mentioned in above paragraph the order shall be treated as cancelled.
- 6) Your appointment is purely temporary basis for academic year 2021-22.
- 7) Your services may be required at any branch of the institute at any given time during your working period for this academic year.
- 8) Your pay system is consolated.
- 9) You are required to sign the Code of Conduct & Joining Report while joining.
- 10) In case of resignation or discontinuation of service, you are required to serve minimum one month's notice period or one month pay in lieu of notice period.
- 11) If you are found to be guilty in any offence or crime, your service will stand as terminated. You should work in co-ordination with the management & abide to the rules and regulations provided by them. Violating rules is liable to termination of your service.
- 12) Experience certificate will be issued to you after completion of the above mentioned tenure for this academic year.
- 13) In case of absence from duty for continuous three days without intimation, your services stand terminated from the day of your absence.
- 14) In case of communication, only employee is liable to communicate with authority, other member of family will not be entertained.

Principal

SNBP ACS & MS



111

1

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Offer Letter

1 message

Human Resources <hr-aubank@invalidemail.com>  
To: kchetan.science@gmail.com

Thu, Jun 7, 2018 at 2:54 PM



Date: June 6, 2018

HR Rec: /18-19/209271

**MR. Chetan Sunil Kharche**  
Plot No 9, Nandanvan Nagar Wakodi, Wankhede Petrol Pump Jawal, Malkapur (Rural) Malkapur,

Sub -: Offer cum Appointment letter for the post of Senior Credit Officer MSME

Dear Chetan,

This is with reference to your application for the above mentioned position. As per our discussions with you, we are pleased to offer you, your appointment as **Senior Credit Officer MSME** at our **Pune\_Satara Road\_Asset Center**. Your **Grade** shall be **A2** and HR designation would be **Senior Executive in Asset Credit & FI Department**. This offer of appointment is subject to the terms and conditions not limited to below mentioned terms but also include the Annexure(s) attached hereto and/or any form of communication or office orders, circulars, communicated or to be communicated to you:

1. Your basic salary plus allowances in accordance with the Banks rules are in force for the time being, and from time to time shall be as per the enclosed Annexure I. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion.
2. Annexure II lists out the broad terms and conditions of service governing your employment with the Bank. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Bank as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.
3. Upon successful fulfillment and satisfaction of all the terms and conditions mentioned in this offer cum appointment letter within Three days from the date of this letter, this conditional appointment shall become absolute. In case of your failure to fulfil any or all of these terms and conditions within the aforesaid period of Three days from the date of this letter, this offer cum appointment letter shall be automatically revoked and no claim and/or disputes shall be entertained.
4. Your employment in the Bank is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Bank reserves the right to get a background check (including criminal history record search, education and employment, and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Bank or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.
5. This offer is valid subject to your acknowledgement & acceptance within 72 hours, sharing of resignation-submission copy from current employer within seven days and resignation acceptance copy from current employer within 2 weeks of receiving this offer. Each one of these terms are interrelated and breach of anyone shall be considered as breach of all the terms and conditions, which will lead to revoking of the offer made and all the terms & conditions of this offer to be treated as null and void.

You will Report to **Mr. K V Prajesh**. You are requested to report at the following address:

**AU SMALL FINANCE BANK LIMITED,**  
Unit No.S-6, 3rd Floor, "THE HUB", S.No.39/1&2, Dange Chowk, Thergaon, Pune-411033.

This offer cum appointment is valid subject to your joining on or before **DOJ: July 27, 2018**.

Please sign and return the duplicate of this letter to your recruiter partner in token of acceptance of the offer cum appointment letter. We look forward to work with you at AU SMALL FINANCE BANK LIMITED.

Yours faithfully,  
For AU Small Finance Bank Limited

Authorized Signatory



Annexure I
AU SMALL FINANCE BANK LIMITED
SALARY BREAK-UP SHEET
11/11/18 Chetan Sunil Kharche

**SECURENOW INSURANCE BROKER PRIVATE LIMITED**

**Employment Contract**

This Employment Contract is made on 10<sup>th</sup> January, 2019, at Delhi, India ("Contract").

**Between**

SecureNow Insurance Broker Pvt. Ltd., a company incorporated under the Companies Act, 2013 having its Corporate office at C4/4 Safdarjung Development Area, New Delhi 110016 (hereinafter referred to as "Company" which expression shall, unless repugnant to the context or the meaning thereof include its successors and permitted assigns);

**And**

**Deepa Kanchan Yadav**, Resident of Maharashtra (hereinafter referred to as "Employee").

*The Company and the Employee shall individually be referred to as Party and jointly as Parties.*

**Whereas:**

- (A) The Company is engaged in the business of insurance broking.
- (B) The Employee is desirous of engaging his services for the Company on the terms and conditions set forth
- (C) The Company and the Employee wish to execute this Contract to record the terms and conditions governing the employment as set out here under.

**Now therefore this Contract witnesses and the Parties agree as follows:**

**A. Terms of Service**

1. The Employee shall provide services ("Services") as provided by the Company from time to time. The Employee agrees that he will at all times faithfully, industriously, and to the best of his/her skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement.
2. Designation of the employee will be **Assistant Manager - Risk Services**
3. Location of employment will be **Mumbai**.
4. Date of joining is **February 4, 2019**.
5. Probation period is of 6 months. The employee will be confirmed after 6 months of satisfactory performance
6. Employee may be transferred to SecureNow's affiliated or related companies at SecureNow's discretion
7. The company works for 6 days a week, from Monday to Saturday and ordinary working hours are 9:30 am to 6:30 pm.
8. There are 20 days of earned leave in a year and this accumulates proportionately over time.

## SECURENOW INSURANCE BROKER PRIVATE LIMITED

9. The company follows the provisions of Maternity Benefit (Amendments) Act 2017.

### B. Remuneration

The Services shall be rendered for remuneration to be paid.

Cash Components	Rupees (Per Annum)
Base Salary (Fixed, including PF & Gratuity)	3,00,000/-
Incentive (Payable in April 2020)	60,000/-

Total = 3,60,000/-

Performance appraisal cycle is April to March. Employee should have completed minimum 12 months to be eligible for appraisal. Incentive is payable based on satisfactory performance, payable in April 2020.

When a person is assigned to a team, incentives would be linked to team's P&L. Additional Incentive structure will be reviewed and modified periodically.

You will be eligible for Increment / Incentive/ Additional Incentive for the year only on being an active employee i.e. Not Resigned / Not Serving Notice Period on the actual date of disbursement of Increment / Incentive/ Additional Incentive.

Additional Incentive slabs are as under:

Annual Commission Earnings	Incentive Slab
0 – 5,40,000	Nil
5,40,000 – 10,80,000	10%
10,80,000 – 18,00,000	20%
> 18,00,000	40%

### C. Termination

1. This Contract shall come into effect on the date of execution of this Contract and shall continue till it is terminated in accordance with the terms herein.
2. During the Probation period of 6 month, the Company or the Employee may terminate the agreement with 7 days notice.
3. The Company or Employee may terminate employment with the Company after giving a notice of 60 days anytime. If the Employee does not serve the notice period, he shall be liable to pay an amount equivalent to 60 days salary to the company for breach of contract. Resignation notice shall be in writing and shall be deemed to have been received by the company with due acknowledgment to employee, if delivered by employee in person, on the same day; if sent by facsimile (followed by mailing of the original), 24 hours after transmission or if sent by

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Telephone: +91 11 64560999, +91 11 41678689

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## SECURENOW INSURANCE BROKER PRIVATE LIMITED

registered mail, five (5) days after deposit in the mail system, in case to the address of SecureNow or SecureNow's affiliated or related companies where the Employee reports.

4. Upon the expiration, completion or early termination of this agreement, the Employee shall within 60 days (i) return all Company's materials and documents (ii) deliver all complete or partially completed deliverables and works in progress and (iii) expediently and cooperatively disengage the services. Full and final settlement can only be initiated once (i) and (ii) are satisfied.
5. Except as expressly set forth herein, termination or expiration of this Agreement shall not serve to terminate or cancel any of the respective rights and obligations of the parties which arose hereunder during the term of this Agreement and which by these terms must remain valid and enforceable to give effect to their meaning, including, without limitation, any intellectual property, warranty, indemnification, confidentiality, liability and loyalty provisions hereof.

### C. **Confidentiality**

The Employee undertakes and agrees that he shall maintain the terms of this Contract and all communications pursuant hereto in utmost confidentiality and shall not disclose the same to any person except as required by law or on a need to know basis. The Employee agrees and acknowledges that all information furnished by the Company to the Employee, whether prior to the execution of this Contract or during the term hereof, including financial and managerial know how is the proprietary information of the Company and constitutes the trade secrets of the Company, and accordingly, the Employee shall not use or disclose to any third party or reproduce in any form the above information without the prior written consent of the Company. The obligations under this clause for confidentiality shall survive the termination of this Contract.

As used in this Contract, 'Confidential Information' means a) information identified in Annexure B of this Agreement, attached hereto; b) information marked by the Company as confidential, c) information treated by the Company as confidential.

Since unauthorized disclosure or use of information will diminish the value of the proprietary interests of the Company, if the Employee breaches any of his obligations hereunder, the Company will, be entitled to equitable relief in any court of competent jurisdiction within New Delhi to protect its interests therein, including but not limited to injunctive action, application or motion.

### D. **Intellectual Property Rights**

The Employee shall disclose to the Company all intellectual property rights developed, discovered or made by him during the course of his employment with the Company, whether capable of being patented or registered or not, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith and the Parties agree that all such information and materials shall belong to and be the absolute property of the Company. The Employee hereby waives his right over any intellectual property rights made, developed or conceived by him during the course of his employment with the Company and agrees not to claim that any treatment, exploitation or use of the said works infringes any moral right that may accrue to him with respect to such intellectual property rights. If and whenever required so to do

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(whether during or after the termination of his employment with the Company) the Employee shall, at the expense of the Company apply or join in or appoint the Company as his agent with full powers for the purposes of applying for patent or other equivalent protection in India or any other part of the world for any discovery, invention, improvement, design and secret process or intellectual property rights as aforesaid and execute all instruments and do all things necessary for vesting the said registration, or protection (including defence and enforcement of the Company's rights) when obtained, and all right, title and interest to and in the name in the Company (or its nominees) absolutely and as sole beneficial owner or in such other person as the Company may require. If, prior to the commencement of the employment, the Employee has, independently or jointly with any other person, whether during the course of his previous employment/s or otherwise, made any inventions or innovations or authored any works or developed any intellectual property rights which belong to him either singly or jointly with others, he shall identify the same in a separate document and attach it to this Agreement. The Employee shall also indicate the ownership of such Prior Intellectual Property Rights and if he is the owner, the terms of license or other right that the Employee has granted to third parties, if any. If no Prior Intellectual Property Rights have been identified and attached to this Agreement, it shall be deemed that there are no such Prior Intellectual Property Rights.

The Employee shall ordinarily refrain from using in the course of his employment any such Prior Intellectual Property Rights. However, if the Employee does use such Prior Intellectual Property Rights in the course of his employment, the Company shall be deemed to have been granted all right and interest to the same, or where this is not possible, the Company shall have a fully paid up, royalty-free, exclusive, perpetual, worldwide license to use such Prior Intellectual Property Rights in such manner as the Company may be deem fit.

The Employer's confidential information shall include but not limited to: a) the intellectual property created by the employee in the course of employment, b) other intellectual property of the employer's, including that created by other employees, in existence when the employment relationship started, or which the employer has licensed from another person and c) other business information such as customer lists, supplier lists, marketing plans and strategies, business plans, financial information, etc.

The obligations under this Clause shall survive the termination of this Contract.

### **E. Non-Compete, Non-Solicitation and Disclosures**

The Employee undertakes that he shall not, during the course of his employment and for a period of 180 days after his employment with the Company ceases, either personally or through an agent, company or through a partnership or as a shareholder, joint venture partner, collaborator, Employee, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise (i) except on behalf of the Company, canvass or solicit business or custom for services similar to those being provided by the Company from any person or entity who is a customer or client of the Company; (ii) induce or attempt to induce any customer/ client of the Company to cease to be a customer/ client, or to restrict or vary the terms of the contract which such customer/ client has with the Company or otherwise interfere with the relationship between such a customer/ client and the Company; or (iii) induce or attempt to induce any employee of the Company to leave the employment of the Company. In case of breach of

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Non-Disclosure provisions, the provisions of the Indian Penal Code, 1860 and the Information Technology Act, 2000 would be applicable against the Employee.

Further, except for the purposes of the business of the Company, he shall not use (either personally or through an agent or otherwise, directly or indirectly) or (insofar as he can reasonably do so) allow to be used any confidential information or any trade name used by the Company, or any other name calculated or likely to be confused with the trade name used by the Company.

The obligations under this Clause shall survive the termination of this Contract.

The Employee also undertakes that he does not have an insurance agency or surveyor license and is not conducting insurance activity outside of the Company. He will promptly inform the Company if that changes.

The Employee avers that provident fund should not be deducted from their salary if not mandatory by law.

### F. Indemnity

The Employee shall indemnify the Company to the full extent lawfully, against any claims arising out of his rendering the Services in terms of this Contract, whether directly or indirectly, including legal expenses incurred by the Company in defence of such claims.

### G. Governing Law & Arbitration Clause

This contract shall be governed by, and constructed in accordance with, the laws of India. The parties thereto consent to and agree to submit to the exclusive jurisdiction of the courts of New Delhi, India for any dispute, action or proceeding arising under or by reason of this Contract and to the venue of such dispute, action to proceeding in such courts.

This Contract shall be governed and constructed in accordance with the laws of India. Any dispute, difference, claim or controversy that may arise under this Contract with respect to its validity, interpretation, implementation or alleged breach of any of the terms of this Contract ("Dispute") shall be referred for arbitration in accordance with the provision of the Arbitration and conciliation Act. 1996. All dispute and differences arising out of or in connection with or relating to the present agreement shall be settled under the Rules of Delhi International Arbitration Centre by a sole arbitrator appointed in accordance with its Rules. The arbitration shall be held in New Delhi. The Dispute shall be referred to a sole arbitrator who shall be appointed by the Delhi International Arbitration Centre within 30 (thirty) days of a party notifying the other of its intention to refer the Dispute to arbitration.

### H. Counterparts

This Contract may be executed in one or more counterparts and each such counterpart shall be deemed to be original and shall constitute one and the same instrument.

[ \_\_\_\_\_ ]

Signed \_\_\_\_\_

[ \_\_\_\_\_ ]

Signed \_\_\_\_\_

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# SECURENOW INSURANCE BROKER PRIVATE LIMITED

## Annexure- A

### Non Disclosure Agreement

**THIS AGREEMENT** (the "Agreement") is entered into and effective as of 10<sup>th</sup> January, 2019, by and between SecureNow Insurance Broker Private Limited having its C4/4 Safdarjung Development Area, New Delhi 110016.

**NOW THEREFORE**, the parties hereby agree as follows:

"Information" is defined to mean any and all information communicated in writing, orally, by electronic or magnetic or any other media, by visual observation or by any other means, whether or not labeled as confidential, which is disclosed or otherwise provided by or on behalf or at the request of SecureNow or SecureNow affiliated company, or any actual or prospective third-party supplier, vendor, business associate, counterpart, customer or potential customer of SecureNow, to Employee, Without limiting the generality of the foregoing, "Information" shall be deemed to include but not be limited to any and all discoveries, ideas, concepts, documents, specifications, designs, software, marketing plans, equipment, data, methods, techniques, notes, customer information, financial information, projections, accounting or financial reports or data, business plans, analyses, forecasts, projections, intellectual property, trade secrets and know-how (whether or not such know how can be patented or copyrighted). "Information" shall also be deemed to include (i) the Work and (ii) all reports, analyses, studies, developments or other materials, whether prepared by SecureNow, Employee or by others, that contain or are based upon any Information or that are prepared in connection with the Work or otherwise in connection with the performance of services by Employee to, for or on behalf of SecureNow. For the avoidance of doubt, "Information" shall include proprietary information of SecureNow that is observed, seen or heard while working or present at any SecureNow facility or at the facility of any SecureNow affiliate or any supplier, vendor, business associate, counterpart, customer or potential customer of SecureNow.

1. The existence and terms of this Agreement, any other agreement between SECURENOW and Employee and the fact that the Work is being performed shall be deemed Information and shall not be disclosed without the prior written consent of SecureNow.
2. Employee agrees:
  - to treat all of the Information as absolutely secret and in the strictest confidence and to exercise the strictest degree of care in protecting the Information;
  - a) not to disclose or use or permit the disclosure or use of any of the Information for any purpose other than as expressly permitted under this Agreement;
  - b) to restrict disclosure of the Information to any other person without the prior written agreement of SecureNow

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## SECURENOW INSURANCE BROKER PRIVATE LIMITED

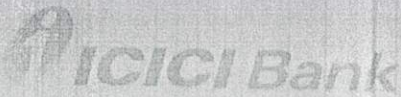
- c) to inform those Employees who may need to have access to the Information that all such Information should be kept strictly confidential and to assure that each such Employee is bound by written confidentiality agreements (at least as protective as the terms hereof) prohibiting further disclosure of the Confidential Information whether during or after their employment. In the event of any breach by any of the Employees of any undertakings as to non-disclosure of the Information, Employee shall enforce such undertakings to the fullest extent of the law and at Employee's sole cost and expense;
  - d) to use the Information only in connection with carrying out the Work and not to reproduce the Information except to the extent necessary for such purpose.
3. Information shall at all times be deemed the property of SECURENOW and, within fifteen (15) days of delivery of a written request from SECURENOW, Employee shall return to SECURENOW all Information or, subject to SECURENOW's specific written instructions, destroy any or all of such Information including any copies thereof.
4. Employee shall not be obliged to keep confidential Information which, as shown by documentary evidence:
- a) was previously known to Employee free of any obligation to keep it confidential and provided that upon disclosure thereof Employee shall have brought such fact to the attention of SecureNow and shall have provided to SecureNow documentary evidence that such Information was in fact previously known to Employee;
  - b) is or becomes publicly available by means other than unauthorized disclosure or by a breach of this or any other Agreement; or
  - c) is received from a third party whose disclosure does not violate any confidentiality obligation; or
  - d) is required to be disclosed pursuant to a court order, provided Employee promptly notifies SecureNow in writing prior to such disclosure and uses all possible efforts to obtain a protective order and to otherwise limit such disclosure to the extent legally possible. Employee warrants that it is not aware of any existing legal obligation to disclose information to any third party, including any government authority.

If only a portion of any Information falls under any of the above subsections, then only that portion of the Information shall be excluded from the restrictions imposed by this Agreement.

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PRIVATE AND CONFIDENTIAL

Reference No. - 1383839815

Applicant ID - 3738272

10-May-2019

Manjusha Telang

Dear Manjusha,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at YAVATMAL - DATTA CHOWK\_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

**Commencement/Term:**

- You shall be required to join the Bank on or before 06-Jun-2019.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**Other Terms and Conditions of Service:**

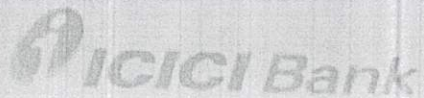
- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

2.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
QIN: L65190GJ1994PLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



Reference No. - 1383839815

Manjunha Telang

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own account or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 3434  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L05190GJ199KPLC021012

Regd. Office: ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodra 390 007, India



Reference No: A11311315

Application Form

1. I hereby declare that the information furnished by me in this form is true and correct and I understand that any false information furnished by me may result in my application being rejected and I shall be liable for any legal consequences thereon.

2. I understand that the information furnished by me in this form is confidential and I shall not disclose the same to any third party without the prior written consent of the Bank. I also understand that the Bank may use the information furnished by me for any purpose and I shall not be entitled to any compensation or damages in respect of the same.

3. I understand that during the course of my employment with the Bank, I shall be bound by the terms and conditions of the Bank's policies and procedures and I shall be liable for any breach thereof. I also understand that the Bank may terminate my employment at any time without any notice and I shall not be entitled to any compensation or damages in respect of the same.

4. Termination of Employment: The following are the reasons for termination:

- Willful neglect of duty or gross misconduct
- Incompetence or inefficiency

- Incompetence or inefficiency
- Incompetence or inefficiency

- Mismatch in work profile and the job profile
- Mismatch in work profile and the job profile
- Mismatch in work profile and the job profile

- Incompetence or inefficiency

- Incompetence or inefficiency

ICICI Bank Ltd  
14-02-2015

ICICI Bank Ltd  
14-02-2015

ICICI Bank Ltd  
14-02-2015





Reference No. - 1383839815

Manjusha Telang

• General:

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Karan Aggarwal  
ASSISTANT SECURITY OFFICER

Digitally signed by KARAN AGGARWAL  
Date: 2019.05.10 16:46:26 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

(Manjusha Telang)

ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: (91-22) 2652 1414  
Fax: (91-22) 2652 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1383839815

Manjusha Telang

Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,62,000/- (Rupees One Lakh Sixty Two Thousand only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L85190GJ19049IC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Pandra Road,  
Vandora 390 007, India


Reference No. - 1383839815

Manjusha Telang

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's Intranet which will be accessible upon joining the Bank.

Digitally signed by KARAN AGGARWAL  
Date: 2019.05.10 16:46:26 +05:30  
Reason: Offer Letter  
Location: Mumbai

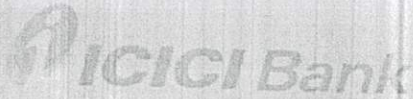
  
Signature of Applicant

(Manjusha, Telang)

**ICICI Bank Limited**  
ICICI Bank Towers  
Banjara-Kurja Complex  
Mumbai-400 051, India

Tel: (91-22) 2650 4444  
Fax: (91-22) 2650 4127  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L55100GJ1004PL021012

Regd. Office: ICICI Bank Tower  
Near Chakli Circle,  
Old Pedra Road,  
Vadodra 390 007, India.



## JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organization
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend induction program (i-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (i-Banker) by your Recruitment Manager.

ICICI Bank Limited  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India

Tel: (91 22) 2652 7414  
Fax: (91 22) 2653 7422  
Website: [www.icicibank.com](http://www.icicibank.com)  
CIN: L65100GJ1994PLC001012

Regd. Office: ICICI Bank Tower,  
Near Chakin Circle,  
Old Padra Road,  
Vadodara 390 007, India

**Remuneration Details**

Name : Manjusha Tejang  
 Position: Assistant Manager  
 Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7600	84000
Supplementary Allowance *	13,500	1,62,000
Superannuation Allowance **	1050	12,600
<b>Total</b>	<b>21,550</b>	<b>2,58,600</b>
Retrais	1425	17,100
Retrais (PF + Gratuity) ***		
<b>Total CTC</b>	<b>22975</b>	<b>2,75,700</b>
Performance Linked Retention Pay -#	2,250	27,000
<b>Total Incl. PLRP</b>	<b>25,225</b>	<b>3,02,700</b>

\* Supplementary allowance will include HRA, Additional HRA Conveyance, Travel Allowance, LTA, Medical, Canteen and any other allowances.

\*\*\* Company contribution towards PF @ 2% and Gratuity @ 13.3%

#Please note that there is no guaranteed payment of bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 10-May-2019

Digitally signed by KARAN AGGARWAL  
 Date: 2019.05.10 13:46:27 +05'30'  
 Reason: Offer Letter  
 Location: Mumbai

ICICI Bank Limited  
 G-13, 3rd Floor,  
 Tech 2 Audit Complex,  
 Mumbai 400 051, India

Tel: 01-2212651144  
 Fax: 01-22126521120  
 Website: www.icicibank.com  
 CIN: L65190G219470001010

Regd. Office: ICICI Bank Tower,  
 Near Chhatrapati  
 Shivaji Maharaj  
 Vardhmani, Mumbai



PRIVATE AND CONFIDENTIAL

Reference No. - 1383839815

Applicant ID - 3739272

10-May-2019

Manjusha Telang

Dear Manjusha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details.

E-Mail Address : [mansi.gandhi@icicibank.com](mailto:mansi.gandhi@icicibank.com)

Telephone No.

Yours sincerely

MANSI GANDHI

ICICI Bank Limited  
9/91 Bask Towers  
Andhra Guitis Complex  
18, Mulubakatlu 1st, Indira

Call: (91-22) 2655 1414

FAX: (91-22) 2653 1422

Website: [www.icicibank.com](http://www.icicibank.com)

CRIC: 155191631994710721012

Page: Office - ICICI Bank Tower,

Near Charji Circle,

Old Pedra Road,

Vellore-580 007, India.

245-19  
Bhosh

82

## APPOINTMENT LETTER

Date: 13<sup>th</sup> December, 2018

Mr. Prabuddha Bhosale

Employee ID: TKD250

**Subject: Appointment Letter for employment as Business Development Executive**

Dear Prabuddha,

This is with reference to your application and the subsequent interviews you had with us. We are pleased to appoint you as 'Business Development Executive' in TalkdLead Department..

This offer of appointment is subject to your satisfying the following:

- a. Submission of all your necessary certificates & documents in respect of educational and professional qualifications, proof of age and previous employment, as per the requirements of the Company

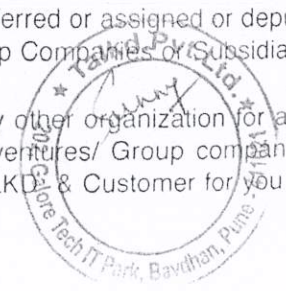
The broad terms and conditions of employment shall be as under:

### 1. Remuneration:

- a. Your Total CTC will be INR 2,10,000/- and the compensation package will comprise of the components specified in ANNEXURE 1.
- b. In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Gross Salary to ensure that the payments are made in compliance of such statutes.
- c. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- d. Company may from time to time, deduct any statutory deduction or withholding tax as may be required by applicable law.
- e. You will be eligible for an appraisal as per Company's policies subject to your performance and ability to meet the goals set by your reporting manager. The monetary gains, percentage of hike, promotion solely depends on the evaluation against the goals set and will done by your reporting manager/leader.

### 2. Hours of Work:

- a. The working day shall comprise of eight and a half working hours and a lunch break for 60 (Sixty) minutes. The normal working hours are between 10:00am to 7:00pm from Monday through Saturday.
- b. For fulfilling the Company's business needs from time to time, you may be transferred or assigned or deputed, at the discretion of the Company, to any other locations in India or abroad than your location at the time of your appointment. Thus, you may be transferred or assigned or deputed to the locations of the Clients of the Company, or locations of the Group Companies or Subsidiaries of the Company as a representative of TALKD Pvt. Ltd.
- c. The company can initiate movement of your employment to any other organization for any reason including but not only limited to mergers, movement to Joint ventures/ Group companies/ Sister concerns, divestment, in case of mutual agreement between TALKD & Customer for you moving to customer's roll etc.



AXISB/HR/REC/West/PUN/89450

06-Jun-2018

**Mr. Shantanu Tanaji Shivankar****1, lakshmi vyankatesh bhushan housing society,uttamnagar, Tal  
Haveli, Tal Haveli Dist Pune, PUNE, Maharashtra- 411023  
PUNE  
8379969833**

Dear Shantanu Tanaji Shivankar,

**LETTER OF APPOINTMENT**

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven performance linked growth. Subsequent to the selection process, we take pleasure in offering you the position of **Business Development Executive** under the control of **Pune Circle**. The said appointment shall be governed by the under mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time.

**1. Remuneration & Benefits****1.1 Remuneration:**

Basic Salary	Rs.	6,510.00p.m.
Basket of Allowance	Rs.	5,000.00p.m.
Provident Fund	Rs.	781.00p.m.
Gratuity	Rs.	313.00p.m.
<b>Fixed Cash + Retirals</b>	Rs.	<b>12,604.00p.m.</b>
Location Pay	Rs.	2,200.00p.m.
Statutory Bonus *	Rs.	1,400.00p.m.
<b>Total Fixed Cash + Retirals</b>	Rs.	<b>16,204.00p.m.</b>
	SB	

Upon your transfer/ deputation to any other location, the Remuneration as mentioned above is subject to change basis the place of posting.

**1.2 Refirals:****1.2.1 Contributory Provident Fund:**

You will be covered under the Provident Fund Trust. You will be required to contribute to the Provident Fund of the Bank in accordance with the regulations in force. At present this is 12% of the basic salary. In addition, the Bank will contribute 12% of your basic salary to this fund.

**1.2.2 Voluntary Provident Fund (VPF):**

The Bank also has a voluntary provident fund scheme wherein you will be allowed to opt for a percentage of your Basic Pay, up to a maximum of 23% as Voluntary Contribution to Provident Fund (VPF). The window for opting for VPF will be open on the Bank's HRMS for two months from your date of joining. Employees opting for VPF will be allowed to discontinue their contribution during the year, but they will not be permitted to re-start the contribution during the year.

The contribution under this scheme will be in addition to the statutory Provident Fund contribution of 12% deducted from salary, and there will be no matching contribution from the Bank towards VPF.

**1.2.3 Gratuity:**

You will be paid gratuity as per the provisions of The Payment of Gratuity Act i.e. after rendering five years of continuous service in the Bank. As per the extant rules, the gratuity amount will be calculated @ 15 days on last drawn basic salary for each completed year of service, subject to a maximum amount of 10 lacs.

**1.3 Other Benefits:****1.3.1 Loan concession:**

You will be entitled to staff loans at concessional rates of interest after your confirmation in the Bank as per details provided in the CTC Annexure. In this connection, at the time of your joining, the Bank may, at its discretion, take over certain staff loans with your existing employers. Post confirmation of your service in Axis Bank, outstanding specific loans may be taken over at the Bank's discretion and subject to eligibility criteria laid down.



**1.3.2 Group Mediclaim (Floater) Policy:**

Upon Confirmation or 6 months of service whichever is earlier, subject to completion of all formalities in connection with your appointment and fulfillment of the requirements of the Insurance Company, you will be covered under the Bank's Group Mediclaim (Floater) Policy in respect of yourself and a maximum of 3 of your dependents ( relations comprising of Spouse and Children upto 25 years of age). Further, you have an option to bear the premium and add two more dependents ( relations comprising of Parents or Parents-in-law) in addition to the above 3 dependents at a non-refundable premium. Upon confirmation or completion of 6 months, this amount shall be recovered upfront from the next monthly salary, on a pro-rata basis. The coverage limit under the existing policy applicable to your grade is detailed in the CTC Annexure. For more details related to terms of inclusion, eligibility etc. you may refer to the Bank's Myconnect Portal upon your joining. The Bank's Mediclaim Policy falls due for renewal on 1st October every year. The features referred to and the coverage provided as per CTC is valid only upto 30th September and are subject to amendments upon renewal.

**1.3.3 Group Term Life Insurance Policy:**

You will be covered under the Bank's Group Term Life Insurance Policy for a limit as applicable to your grade and is detailed in the CTC Annexure. The requisite premium for the coverage will be deducted from your first salary. The policy provides for the payment of the sum insured to the nominee / legal heirs in the event of the death (accidental / natural) of an employee.

**1.3.4 Variable Pay / Incentive Plan:**

Annual performance linked variable pay / incentive, as may be applicable, will be paid as per the Company's policy, based on your performance and subject to your being a confirmed employee.

**Your detailed compensation and benefit structure is given in the enclosed CTC Annexure. The said remuneration and benefits will be taxable as per prevalent Income Tax Laws.**

**2. Reimbursement of Notice Period Pay**

The Bank at its discretion may reimburse any shortfall in notice period pay to your current employer subject to prior approval from the Competent Authority. In such case, the following terms and conditions shall apply:-

- 2.1 You will serve the Bank for a minimum period of three years, from the date of your joining the Bank's services, failing which amount so reimbursed shall be recovered from you along with interest at the Bank's Base Rate prevailing on your last working day.
- 2.2 The Notice period pay reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year. Thus, the reimbursement shall be net of tax of the total amount paid by you to your employer.
- 2.3 For reimbursement of shortfall in notice period pay, you are requested to advise the amount, which you need to pay to your present employer, to your Recruitment Manager before your resignation with your present employer to enable him / her to take prior approval from the Competent Authority. Thereafter, upon your joining the Bank, recruitment manager shall advise you to submit a certificate / letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement.

**3. Leave Entitlements**

The various leave entitlements are detailed in the Leave Annexure

**4. Terms of Employment****4.1 Conditions precedent /Joining formalities:**

Your appointment and subsequent joining is subject to the following:

- 4.1.1 Your submission of self-declaration of medical fitness in the prescribed format provided on our onboarding portal.

**:: 3 ::**

- 4.1.2 The Bank receiving satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 4.1.3 The below mentioned documents to be submitted by you at the time of your joining –
- a. Joining booklet (duly filled)
  - b. Self-attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
  - c. Proof of date of birth
  - d. Copy of Pan Card
  - e. Copy of Address Proof
  - f. One recent passport size color photograph
  - g. Copy of acceptance of resignation letter and relieving letter from your previous employer.

Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this letter of appointment.

- 4.1.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

#### **4.2 Probation Period:**

- 4.2.1 You will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.
- 4.2.2 On satisfactory completion of probation / extended probation period you will be confirmed in the services of the Bank.
- 4.2.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the formalities, which have to be fulfilled by you.
- 4.2.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

#### **4.3 Transfer:**

- 4.3.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 4.3.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 4.3.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

#### **4.4 Resignation / Termination / Retirement:**

##### **4.4.1 Separation during probation:**

**a. On account of Resignation :** During the period of probation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 30 days. You will not be permitted to adjust any accumulated leave at your credit including accruals against the notice period. However, waiver of the notice period (if any), will be at the discretion of the Competent Authority. In such an event, the basic salary equivalent of the notice period shortfall (if any), after adjusting with privilege leave / surplus privilege leave (if available), will be recovered from employee.

**b. On account of Termination:** During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days' or on payment of salary in lieu thereof without assigning any reasons therefor.

**4.4.2 Separation after Confirmation:**

**a. On account of Resignation:** After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by the Competent Authority, for which you will be required to mandatorily serve a notice period of 90 days. You will not be permitted to adjust any accumulated leave at your credit including accruals against the notice period. However, waiver of the notice period (if any), will be at the discretion of the Competent Authority. In such an event, the basic salary equivalent of the notice period shortfall (if any), after adjusting with privilege leave / surplus privilege leave (if available), will be recovered from employee.

**b. On account of Termination:** Notwithstanding what is provided in the Staff Rules and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons therefor.

**4.4.3 Separation arrangement:**

a. Written resignation should be submitted to your immediate supervisor, and also initiated on HRMS.

Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.

b. Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.

c. On separation, you will have to submit your claim for settlement of Provident Fund in the prescribed form. If no claim is received within 6 months of separation, the Bank will close your Provident Fund account and credit proceeds to your SB account with us or send you the proceeds by Demand Draft.

**4.4.4 Retirement:**

The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

**4.5 Other Terms****4.5.1 Code of Conduct & Ethics:**

a. As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.

b. If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the Staff Rules of the Bank in force.

4.5.2 The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

**4.6 Whole-time / Alternative Employment:**

4.6.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.

4.6.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

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#### **4.7 Fidelity & Secrecy:**

You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the Staff Rules accessible through the Bank's intranet. These shall be made available to you, post joining.

**Kindly note that you are required to convey your acceptance within 15 days from the date of this letter. You are requested to sign the copy of this letter as a token of acceptance of the above terms and return it to us immediately. This Letter of Appointment will be valid only for fifteen days from the date of this letter.**

For any further information / clarifications please feel free to contact:-

**Mukesh Raiborde**

**mukesh.raiborde@axisbank.com**

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,

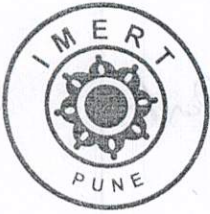
**Human Resources**

#### **Signature Not Verified**

Digitally Signed by Mahim Bhandari  
Date: 06-06-2018 15:41:02 +05:30  
Reason: Letter Of Appointment  
Location:  
Contact: Vice President



Encl: - a/a



Marathwada Mitra Mandal's

## Institute of Management Education Research &amp; Training

Sr.No. 18, Plot No. 5/3, CTS No.205, Behind Vandevi Temple, Karvenagar, Pune - 411052

DUAL SPECIALIZATION MBA ADMISSION 20..18 - 20..19.

MBA PASSING YEAR ..2018..... PATTERN..(2018)



1. The Candidate who is found to have furnished false information or suppressed material information will, if admitted be dismissed and his/her fees will be forfeited.
2. Any failure /improper documents /non eligibility found later on will be liability on part of the candidate.

To,  
The Director  
Institute of Management Education Research & Training, Pune  
Sir,

I wish to apply for admission to the Dual Specialization MBA course 2019-20 batch.

## Personal Details

Name : Nadkar Parth Rajesh

(As Per order on Graduation Mark sheet)

Father's Name : Rajesh Mother's Name : Madhavi

Date of Birth : 25/10/1999 Age : 30 year Place of Birth : .....

Blood Group : ..... Aadhar Card No. : ..... PAN No. ....

Gender :  Male  Female  Transgender

Religion : Hindu Cast : CKP Category : (open)

Permanent Address : Flat no-1, Building no- L2, Kastliwal Vishwa, Garkheda,

Taluka / Tehsil : Aurangabad Dist. Aurangabad State Maharashtra Pin code : 431005,

Mob. No. of Candidate : 9970771114 Email Address of Candidate : nadkarparth@gmail.com

Mob. No. Parents : 9325727001 Email Address : ..... Annual Income: .....

Correspondence Address / Local Contact : Same as above

Additional Phone No.s :

1. 9822656419 Name : Neha

2. .... Name :

Cont.....

MBA Passing Result : Pass (Attach copy of Final Year Mark sheet with application)

I, hereby declare that, all the information furnished by me is correct to the best of my knowledge.

Place: Pune Date: 15/10/18 Name of Candidate: Nadkar Parth Rajesh Signature: Parth

Admission officer: SM Director: .....

**Declaration by the Candidate**

I, hereby declare that,

1. I fully understand that the Director of Institute where has full liberty to expel me from the Institute for any infringement of the rules of conduct and the discipline and the undertaking given above.
2. I am fully aware that, Ragging is a crime and I will not indulge in any action that abets ragging. I will report any such incident immediately to the concern authorities (Anti-ragging Cell).
3. I am fully aware that, Sexual harassment is a crime and will not indulge in any action that abets Sexual harassment of women. I will report any such incident immediately to the concern authorities (Women Grievance Committee)
4. I fully understand ill effects of chewing tobacco, Guthkha, smoking and chewing gum and all such thing are strictly prohibited in and around campus.

Signature: Parth Name of the Candidate: Nadkar Parth Rajesh

Date: 15/10/2018 Place: Pune



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)  
GANESHKHIND, PUNE 411 007.



## STATEMENT OF MARKS FOR MASTER OF BUSINESS ADMINISTRATION (REV.2016)

SEAT NO. 21949	CENTRE 1	PERM REG. NO.: 2051601199
NAME NADKAR PARTH RAJESH		MOTHER : MADHAVI
COLLEGE 0341 M.MITRA MANDALS INST PUNE4		

SEM.	NAME OF THE COURSE	MARKS				CRE- DITS	GR- ADE	GP
		OL	INT	UEX	TOT			
SUBJECT : FINANCIAL MANAGEMENT								
1	ACCOUNTING FOR BUSINESS DECISIONS	11	17	22	50	P 03	B	018
	ECONOMIC ANALYSIS FOR BUSINESS DECISIONS	06	17	22	45	P 03	C	015
	LEGAL ASPECTS OF BUSINESS	08	21	25	54	P 03	B	018
	BUSINESS RESEARCH METHODS	09	23	26	58	P 03	B+	021
	ORGANIZATIONAL BEHAVIOUR	08	20	24	52	P 03	C	015
	BASICS OF MARKETING	08	18	28	54	P 03	P	012
	BUSINESS COMMUNICATION LAB	-	29	-	29	P 02	A+	018
	MS EXCEL & ADVANCED EXCEL LAB	-	40	-	40	P 02	D	020
	PERSONALITY DEVELOPMENT LAB	-	28	-	28	P 02	A+	018
	ENTERPRISE ANALYSIS - DESK RESEARCH	-	40	-	40	P 02	D	020
	HUMAN RIGHTS - I	-	21	-	21	P 01	D	!
	INTRODUCTION TO CYBER SECURITY - I	-	22	-	22	P 01	D	!
2	MARKETING MANAGEMENT	10	17	19	46	P 03	C	015
	FINANCIAL MANAGEMENT	11	20	20	51	P 03	B	018
	HUMAN RESOURCE MANAGEMENT	16	17	15	48	P 03	C	015
	DECISION SCIENCE	07	22	24	53	P 03	B	018
	OPERATIONS & SUPPLY CHAIN MANAGEMENT	13	20	20	53	P 03	B	018
	MANAGEMENT INFORMATION SYSTEMS	10	21	23	54	P 03	B	018
	EMOTIONAL INTELL & MANAGERIAL EFFECT LAB	-	25	-	25	P 02	A+	018
	GEO POLITICS & THE WORLD ECONOMIC SYSTEM	-	25	-	25	P 02	A+	018
	COMP AIDED PERSONAL PRODUCTIVITY TOOLS LAB	-	25	-	25	P 02	A+	018
	INDUSTRY ANALYSIS - DESK RESEARCH	-	25	-	25	P 02	A+	018
	HUMAN RIGHTS - III	-	21	-	21	P 01	D	!
	INTRODUCTION TO CYBER SECURITY - II	-	22	-	22	P 01	D	!
3	STRATEGIC MANAGEMENT	11	17	19	49	P 03	C	015
	ENTERPRISE PERFORMANCE MANAGEMENT	12	20	21	53	P 03	B	018
	STARTUP & NEW VENTURE MANAGEMENT	08	24	27	59	P 03	B+	021
	SUMMER INTERNSHIP PROJECT	-	43	45	88	P 04	D	040
	DIRECT TAXATION	07	18	17	42	P 03	P	012
	FINANCIAL SYSTEM OF INDIA, MARKETS & SERVICES	12	21	23	56	P 03	B+	021
	CORPORATE FINANCE	06	26	-	39	P 02	A+	018
	EQUITY RESEARCH, CREDIT ANALYSIS & APPRAISAL	-	42	-	42	P 02	D	020
	BANKING OPERATIONS-I	-	44	-	44	P 02	D	020
	FUTURES & OPTIONS	-	40	-	40	P 02	D	020
	INTRODUCTION TO CYBER SECURITY - III	-	19	-	19	P 01	A+	!
	SKILL DEVELOPMENT - I	-	42	-	42	P 02	D	!

CONTINUED .....

Director,



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND, PUNE 411 007.



STATEMENT OF MARKS FOR MASTER OF BUSINESS ADMINISTRATION (REV.2016)

SEAT NO. 21949 CENTRE 1 PERM REG. NO.: 2051601199  
 NAME NADKAR FARTH RAJESH MOTHER: MADHAVI  
 COLLEGE 0341 M.MITRA MANDALS INST PUNE4

YEAR : APRIL 2018

SEM. NAME OF THE COURSE MARKS --> CRE- GR-  
 DL INT UEX TOT DITS ADE GP

PAGE 12

SEM.	COURSE NAME	DL	INT	UEX	TOT	DITS	ADE	GP
4	MANAGING FOR SUSTAINABILITY	12	21	27	60	* 03	A	024
	DISSERTATION	12	44	45	101	* 04	B	040
	INDIRECT TAXATION	12	26	26	70	* 03	A+	027
	INTERNATIONAL FINANCE	09	18	18	45	* 03	C	015
	BANKING OPERATIONS II	12	28	28	70	* 02	A+	018
	FIXED INCOME SECURITIES & TECHNICAL ANALYSIS	12	23	23	58	* 02	A	016
	COMMODITY MARKETS	12	21	21	54	* 02	B	020
	PRINCIPLES OF INSURANCE	12	24	24	60	* 02	A	016
	INTRODUCTION TO CYBER SECURITY - IV	12	23	23	54	* 01	B	011
	SKILL DEVELOPMENT - II	12	24	24	60	* 02	B	011

SGPA : (1) 6.740 (2) 6.690 (3) 7.590 (4) 8.300  
 TOT. MARKS : 1629/3000 ( 54.30%) CGPA : 7.300 FINAL GRADE : B

Director,

! - Not considered for calculation of final grade  
 Medium of instruction: English





# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)  
GANESHKHIND, PUNE 411 007.



## STATEMENT OF GRADES FOR MASTER OF BUSINESS ADMINISTRATION (REV. 2016)

SEAT NO. 21140 CENTRE 1 PERM REG. NO.: 2051812991  
 NAME NADKAR PARTH RAJESH MOTHER MADHAVI  
 COLLEGE 0341 M. MITRA MANDALS INST PUNE4

SEM.	NAME OF THE COURSE	MARKS				CRE	GR-	GR-	GP
		DL	INT	UEX	TOT				
	ADDL. SPL SUBJECT: INTERNATIONAL BUSI MGNT								
3	INTERNATIONAL BUSINESS ECONOMICS	10	17	16	43	*	03	P	012
	EXPORT DOCUMENTATION & PROCEDURES	07	20	20	47	*	03	C	015
	INTERNATIONAL MANAGEMENT	-	42	-	42	P	02	0	020
	INTERNATIONAL MARKETING	-	43	-	43	P	02	0	020
	GLOBAL IT MANAGEMENT	-	42	-	42	P	02	0	020
	GLOBAL STRATEGIC MANAGEMENT	-	41	-	41	P	02	0	020
4	INTERNATIONAL BUSINESS ENVIRONMENT	14	18	14	50	*	03	B	018
	INDIAN ECONOMY & TRADE DEPENDENCIES	12	16	18	48	*	03	C	015
	ENVIRONMENT & GLOBAL COMPETITIVENESS	-	44	-	44	P	02	0	020
	FOREIGN EXCHANGE MANAGEMENT	-	44	-	44	P	02	0	020
	E-COMMERCE	-	44	-	44	P	02	0	020
	ENTERPRISE RESOURCE PLANNING	-	43	-	43	P	02	0	020
CGPA (3) 7.640(4) 8.070						TOTAL		28	220
TOT. MARKS : 5317.800 ( 56.382%)						CGPA : 7.860		FINAL GRADE : A	

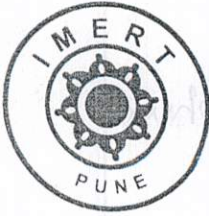
*[Signature]*  
Director,

! - Not considered for calculation of final grade  
 Medium of instruction: English

Board of Examinations & Evaluation

DATE: 28 FEB 2020



DUAL SPECIALIZATION HRMADMISSION FORM NO : 02Date : 15/10/2018

Marathwada Mitra Mandal's

Institute of Management Education Research &amp; Training

Sr.No. 18, Plot No. 5/3, CTS No.205, Behind Vandevi Temple, Karvenagar, Pune - 411052

DUAL SPECIALIZATION MBA ADMISSION 20.18 - 20.19

MBA PASSING YEAR 2018 PATTERN 2018

1. The Candidate who is found to have furnished false information or suppressed material information will, if admitted be dismissed and his/her fees will be forfeited.
2. Any failure/improper documents /non eligibility found later on will be liability on part of the candidate.

To,  
The Director  
Institute of Management Education Research & Training, Pune  
Sir,

I wish to apply for admission to the Dual Specialization MBA course 2019-20 batch.

#### Personal Details

Name : Dhuri Prashant Bharat

(As Per order on Graduation Mark sheet)

Father's Name : Bharat Mother's Name : Surekha

Date of Birth : 23/3/1991 Age : 33 years Place of Birth : .....

Blood Group : A- Aadhar Card No. 991796622318 PAN No. ....

Gender :  Male  Female  Transgender

Religion : Hindu Cast : Maratha Category : open

Permanent Address : Sr.no. 721/46/B, shiraji Park Rd. no. 4, Sarwarth Nagar, New, Sangvi

Taluka / Tehsil : Haveli Dist. Pune State Maharashtra Pin code : 411027

Mob. No. of Candidate : 8888782281 Email Address of Candidate : dhuri.prashant.7@gmail.com

Mob. No. Parents : 9860533492 Email Address : ..... Annual Income: .....

Correspondence Address / Local Contact : Same as above

Additional Phone No.s :  
1: 9545156896 Name : madhusudhan 2: ..... Name :

Cont.....

MBA Passing Result : Pass (Attach copy of Final Year Mark sheet with application)

I, hereby declare that, all the information furnished by me is correct to the best of my knowledge.

Place: Pune Date: 15/10/2018 Name of Candidate: Dhuri Prashant Bharat Signature: Dhuri

Admission officer: gnl Director: .....

**Declaration by the Candidate**

I, hereby declare that,

1. I fully understand that the Director of Institute where has full liberty to expel me from the Institute for any infringement of the rules of conduct and the discipline and the undertaking given above.
2. I am fully aware that, Ragging is a crime and I will not indulge in any action that abets ragging. I will report any such incident immediately to the concern authorities (Anti-ragging Cell).
3. I am fully aware that, Sexual harassment is a crime and will not indulge in any action that abets Sexual harassment of women. I will report any such incident immediately to the concern authorities (Women Grievance Committee)
4. I fully understand ill effects of chewing tobacco, Guthkha, smoking and chewing gum and all such thing are strictly prohibited in and around campus.

Signature: Dhuri Name of the Candidate: Dhuri Prashant Bharat

Date: 15/10/2018 Place: Pune



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND, PUNE 411 007.



## STATEMENT OF MARKS FOR MASTER OF BUSINESS ADMINISTRATION (REV.2016)

SEAT NO. 22047	CENTRE 1	PERM REG. NO.: 2051601203
NAME <b>DHURI PRASHANT BHARAT</b>		MOTHER : SUREKHA
COLLEGE 0341 M.MITRA MANDALS INST PUNE4		

SEM.	YEAR : APRIL 2018	NAME OF THE COURSE	CR	INT	DEX	TOT	CRE-	GR-	GP
							DITS	ADE	
<b>SUBJECT : SUPPLY CHAIN MANAGEMENT</b>									
1		ACCOUNTING FOR BUSINESS DECISIONS	12	17	16	45	P 03	C	015
		ECONOMIC ANALYSIS FOR BUSINESS DECISIONS	07	17	16	40	P 03	P	012
		LEGAL ASPECTS OF BUSINESS	09	20	22	51	P 03	B	018
		BUSINESS RESEARCH METHODS	13	19	21	53	P 03	A	024
		ORGANIZATIONAL BEHAVIOUR	09	20	20	49	P 03	C	015
		BASICS OF MARKETING	08	17	26	51	P 03	B	018
		BUSINESS COMMUNICATION LAB	-	38	-	38	P 02	A	018
		MS EXCEL & ADVANCED EXCEL LAB	-	38	-	38	P 02	A	018
		PERSONALITY DEVELOPMENT LAB	-	38	-	38	P 02	A	018
		ENTERPRISE ANALYSIS - DESK RESEARCH	-	38	-	38	P 02	A	018
		HUMAN RIGHTS - I	-	21	-	21	P 01	D	!
		INTRODUCTION TO CYBER SECURITY - I	-	21	-	21	P 01	D	!
2		MARKETING MANAGEMENT	11	19	22	52	P 03	B	018
		FINANCIAL MANAGEMENT	08	20	22	50	P 03	B	018
		HUMAN RESOURCE MANAGEMENT	11	19	27	57	P 03	B	021
		DECISION SCIENCE	14	19	18	51	P 03	D	018
		OPERATIONS & SUPPLY CHAIN MANAGEMENT	09	20	20	49	P 03	C	015
		MANAGEMENT INFORMATION SYSTEMS	13	17	16	46	P 03	C	015
		EMOTIONAL INTELL & MANAGERIAL EFFECT LAB	-	40	-	40	P 02	D	020
		LIFE SKILLS LAB	-	35	-	35	P 02	A	018
		COMP.AIDED PERSONAL PRODUCTIVITY TOOLS LAB	-	35	-	35	P 02	A	018
		INDUSTRY ANALYSIS - DESK RESEARCH	-	38	-	38	P 02	A	018
		HUMAN RIGHTS - II	-	21	-	21	P 01	D	!
		INTRODUCTION TO CYBER SECURITY - II	-	21	-	21	P 01	D	!
3		STRATEGIC MANAGEMENT	20	20	21	61	P 03	B	018
		ENTERPRISE PERFORMANCE MANAGEMENT	12	17	16	45	P 03	C	015
		STARTUP & NEW VENTURE MANAGEMENT	11	21	23	55	P 03	B	021
		SUMMER INTERNSHIP PROJECT	-	40	40	80	P 04	D	040
		ESSENTIALS OF SUPPLY CHAIN MANAGEMENT	07	20	21	48	P 03	C	015
		LOGISTICS MANAGEMENT	09	19	18	46	P 03	C	015
		MANAGING MATERIAL FLOW IN SUPPLY CHAINS	-	41	-	41	P 02	D	020
		INVENTORY MANAGEMENT	-	40	-	40	P 02	D	020
		PURCHASING & SUPPLIER RELATIONSHIP MANAGEMENT-I	-	40	-	40	P 02	D	020
		SIX SIGMA	-	40	-	40	P 02	D	020
		INTRODUCTION TO CYBER SECURITY - III	-	20	-	20	P 01	D	!
		SKILL DEVELOPMENT - I	-	44	-	44	P 02	D	!

CONTINUED .....

Director,

Board of Examinations & Evaluation

STATEMENT NO.:

DATE :



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND, PUNE 411 007.



STATEMENT OF MARKS FOR MASTER OF BUSINESS ADMINISTRATION (REV.2016)

SEAT NO. 22047 CENTRE 1 PERM REG. NO. : 2051601203  
 NAME DHURI PRASHANT BHARAT MOTHER : SUREKHA  
 COLLEGE 0341 M.MITRA MANDALS INST PUNE4

YEAR : APRIL 2018

SEM. NAME OF THE COURSE <--- MARKS ---> CRE- GR-  
 DI INT UX TOT DITS ADE GP

PAGE 2

4	MANAGING FOR SUSTAINABILITY	13	23	25	41	03	A	024
	DISSERTATION	-	32	37	49	04	A	032
	STRATEGIC SUPPLY CHAIN MANAGEMENT	09	24	30	63	03	A	024
	KNOWLEDGE MANAGEMENT IN SUPPLY CHAINS	14	20	21	55	03	B+	021
	ENTERPRISE RESOURCE PLANNING	-	41	-	41	02	D	020
	SUPPLY CHAIN RISK MANAGEMENT	-	40	-	40	02	D	020
	PROJECT MANAGEMENT	-	42	-	42	02	D	020
	SUPPLY CHAIN MANAGEMENT - FINANCIAL PERSPECTIVES	-	40	-	40	02	D	020
	INTRODUCTION TO CYBER SECURITY - IV	-	21	-	21	01	D	010
	SKILL DEVELOPMENT - II	-	45	-	45	02	D	020

SGPA : (1) 6.690(2) 6.880(3) 7.560(4) 8.620 TOTAL 100 738  
 TOT.MARKS : 1804/3000 ( 60.13%) CGPA : 7.380 FINAL GRADE : B+

Director,

! - Not considered for calculation of final grade  
 Medium of instruction: English

Board of Examinations & Evaluation

STATEMENT NO.:

DATE : 27 JUN 2018



# SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)

GANESHKHIND, PUNE 411 007.



STATEMENT OF MARKS FOR MASTER OF BUSINESS ADMINISTRATION (REV.2016)

SEAT NO. 14162 CENTRE 1 PERM REG. NO.: 2051812990  
 NAME DHURI PRASHANT BHARAT MOTHER : SUREKHA  
 COLLEGE 0341 M.MITRA MANDALS INST PUNE4

SEM.	YEAR : APRIL 2019	NAME OF THE COURSE	OL.	INT	UEX	TOT	CRE-	GR-	DITS	ADE	GP
		ADDL. SPL. SUBJECT: HUMAN RESOURCES MGNT									
3		LABOUR & SOCIAL SECURITY LAWS	09	17	16	42	P	03	P		012
		HUMAN RESOURCE ACCOUNTING & COMPENSATION MANAGEMENT	09	21	23	53	P	03	B		018
		HUMAN RESOURCE INFORMATION SYSTEM	-	38	-	38	P	02	A+		018
		OUTSOURCING OF HR	-	40	-	40	P	02	D		020
		PUBLIC RELATIONS & CORPORATE COMMUNICATION	-	38	-	38	P	02	A+		018
		LAB IN RECRUITMENT AND SELECTION	-	43	-	43	P	02	D		020
4		EMPLOYMENT RELATIONS	13	21	23	57	*	03	B+		021
		STRATEGIC HUMAN RESOURCE MANAGEMENT	10	24	27	61	*	03	A		024
		ORGANIZATIONAL DESIGN & DEVELOPMENT	-	44	-	44	*	02	D		020
		EMPLOYEE REWARD MANAGEMENT	-	44	-	44	*	02	D		020
		EMERGING TRENDS IN HR	-	43	-	43	*	02	D		020
		DESIGNING HR POLICIES	-	43	-	43	*	02	D		020
		SGPA : (3) 7.570(4) 8.930									
		TOT. MARKS : 5467 800 ( 68.25%)									
		CGPA : 8.500									
		FINAL GRADE : A+ \$ D.2									
		TOTAL 28 231+7#									

*Ashesh*  
 Director,

! - Not considered for calculation of final grade  
 Medium of instruction: English

Board of Examinations & Evaluation

DATE: 6 JUL 2019

