

**R . D ENGINEERING COLLEGE GHAZIABAD (231)**

**PLACEMENT DEPARTMENT**

**COURSE - B.TECH (CSE)**

**PASSOUT YEAR- (2022-2023)**

SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
1	1	2022-2023	1902310100001	AAKASH VERMA	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
2	2	2022-2023	1902310100002	ABHAY SONI	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
3	3	2022-2023	1902310100003	Abhishek Sharma	B.TECH CS	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
4	4	2022-2023	1902310100004	Abhishek Gautam	B.TECH CS	CREDEX TECH,NOIDA	amitabh.chaturvedi@credextechnology.com	8130009795	5.0 LPA
5	5	2022-2023	1902310100005	ADITI GARG	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
6	6	2022-2023	1902310100006	ADITYA KAUSHIK	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
7	7	2022-2023	1902310100007	Ajay pal	B.TECH CS	TCS,NEW DELHI	careers@tcs.com	011-66506555	3.3 LPA
8	8	2022-2023	1902310100008	AKASH VERMA	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
9	9	2022-2023	1902310100009	AKHIL	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
10	12	2022-2023	1902310100012	ANASH KHAN	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
11	13	2022-2023	1902310100013	Ankit	B.TECH CS	TCS,NEW DELHI	careers@tcs.com	011-66506555	3.3 LPA
12	14	2022-2023	1902310100014	ANKIT SHARMA	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
13	15	2022-2023	1902310100015	ANKUR SHARMA	B.TECH CS	VIR SOFTECH	corp@virsofttech.com	9319086751	4.1 PA
14	16	2022-2023	1902310100016	Anmol Tyagi	B.TECH CS	VIRTUAL EMPLOYEE	sales@virtualemployee.com	(+91) 120 66 28 501	1.81 PA
15	17	2022-2023	1902310100017	Ansh Bhardwaj	B.TECH CS	INNOBIT SYSTEM PVT ,NOIDA	admin@innobitsystems.com	1207161683	4.21 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
16	18	2022-2023	1902310100018	ARNAV SINGH	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
17	20	2022-2023	1902310100020	ARUN KUMAR RAM	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
18	21	2022-2023	1902310100021	ARYA TYAGI	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
19	22	2022-2023	1902310100022	ASHUTOSH TIWARI	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
20	23	2022-2023	1902310100023	AYUSH CHOUDHARY	B.TECH CS	ACUTECH GLOBAL,NOIDA	mukta@acumentechologies.co.in	91-971747434	2.4 LPA
21	24	2022-2023	1902310100024	Damini	B.TECH CS	GVENTURE TECH, NOIDA	rajesh@gventure.net	9355777477	2.4 LPA
22	25	2022-2023	1902310100025	DANISH AHMAD PARA	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
23	26	2022-2023	1902310100026	DEEPAK KUMAR MISHRA	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
24	27	2022-2023	1902310100027	Deepanshi sharma	B.TECH CS	TACTION SW	SIMRAN@TACTIONSOFTWARE.COM	9911004943	2.5 LPA
25	28	2022-2023	1902310100028	Deepanshu gaur	B.TECH CS	GVENTURE TECH, NOIDA	rajesh@gventure.net	9355777477	2.4 LPA
26	29	2022-2023	1902310100029	Garima	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA.
27	31	2022-2023	1902310100031	Harsh sharma	B.TECH CS	INNOBIT SYSTEM PVT, NOIDA	admin@innobitsystems.com	1207161683	4.2 LPA
28	32	2022-2023	1902310100032	Harshita Rohilla	B.TECH CS	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
29	33	2022-2023	1902310100033	HEMANT GUPTA	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
30	34	2022-2023	1902310100034	ISHIKA KANSAL	B.TECH CS	GRANT THORNTON,GURGAON	Neetika.Arora@walkerchandiok.in	8042430700	2.4 LPA
31	35	2022-2023	1902310100035	Ishita Singhal	B.TECH CS	RMSI,PVT LTD	india@rmsi.com	120-4040500	3.3 LPA
32	36	2022-2023	1902310100036	Latin verma	B.TECH CS	GRANT THORNTON,GURGAON	Neetika.Arora@walkerchandiok.in	8042430700	2.4 LPA

Director  
R.D. Engineering College  
Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
33	37	2022-2023	1902310100037	JITESH KUMAR	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA.
34	39	2022-2023	1902310100039	Kanchan shahi	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA.
35	42	2022-2023	1902310100042	Ketki kaushik	B.TECH CS	GRANT THORNTON,GURGAON	Neetika.Arora@walkerchandiok.in	8042430700	2.4 LPA
36	44	2022-2023	1902310100044	KM Bhumika	B.TECH CS	INNOBIT SYSTEM PVT ,NOIDA	admin@innobitsystems.com	1207161683	4.2 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
37	47	2022-2023	1902310100048	Km.Neha	B.TECH CS	TECKVALLEY,NOIDA,XO RLAB	hr@teckvalley.com	0120-4631841	3.3 LPA.
38	48	2022-2023	1902310100049	Kritika Singh	B.TECH CS	INNOBIT SYSTEM PVT ,NOIDA	admin@innobitsystems.com	1207161683	4.2 LPA
39	51	2022-2023	1902310100052	Manish Kumar	B.TECH CS	SPARXIT	hr@sparxit.com	9650802578	2.5 LPA
40	52	2022-2023	1902310100053	MANSI TYAGI	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
41	53	2022-2023	1902310100054	MEGHA	B.TECH CS	IZOOTO	support@izooto.com	<b>(302) 357-3678</b>	3.0 LPA
42	56	2022-2023	1902310100057	Mohit kaushik	B.TECH CS	VARAISYS,NOIDA	naboneeta.das@varaisys.com	8318032714	4.0 LPA
43	57	2022-2023	1902310100058	NEERAJ KASHYAP	B.TECH CS	TCS,NEW DELHI	careers@tcs.com	011-66506555	3.7 LPA
44	58	2022-2023	1902310100059	NEESHU KUMAR	B.TECH CS	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
45	59	2022-2023	1902310100060	NIDHI SHARMA	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA.
46	60	2022-2023	1902310100061	Nipun Saini	B.TECH CS	IDENTITY ACCESS SOLUTION	akhan@identityandaccessolutions.com	9027807424	3.0 LPA
47	61	2022-2023	1902310100062	NITIN KUMAR	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
48	62	2022-2023	1902310100063	NITIN PAL	B.TECH CS	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
49	63	2022-2023	1902310100064	NITIN SHARMA	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
50	64	2022-2023	1902310100066	PRADEEP KUMAR YADAV	B.TECH CS	THE UNIFIED CLOUD ,NOIDA	snehlataj@unifycloud.com	0120-4570128	2.4 LPA
51	65	2022-2023	1902310100067	pranjal chaubey	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA
52	66	2022-2023	1902310100068	PRASHANT CHANDNA	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
53	67	2022-2023	1902310100069	PRASHANT GAUTAM	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA

Director  
R.D. Engineering College  
Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
54	68	2022-2023	1902310100070	PRASHANT TYAGI	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
55	69	2022-2023	1902310100071	PRERNA TYAGI	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
56	70	2022-2023	1902310100072	Priyanshu dwivedi	B.TECH CS	IDENTITY ACCESS SOLUTION	akhan@identityandaccessolutions.com	9027807424	3.0 LPA
57	71	2022-2023	1902310100073	PRIYANSHU RAJA	B.TECH CS	ADEPTIA INDIA,NOIDA	jobs@adeptia.com	+1 312-229-1727	3.0 LPA
58	72	2022-2023	1902310100074	Priyanshu Sharma	B.TECH CS	IDENTITY ACCESS SOLUTION	akhan@identityandaccessolutions.com	9027807424	3.0 LPA
59	74	2022-2023	1902310100076	RAHUL	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA
60	75	2022-2023	1902310100077	RAHUL SHARMA	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA
61	77	2022-2023	1902310100080	RISHABH VASHISTH	B.TECH CS	INNOBIT SYSTEM PVT ,NOIDA	admin@innobitsystems.com	1207161683	4.2 LPA
62	78	2022-2023	1902310100081	Ritik Singh	B.TECH CS	NOVOINVENT,NOIDA	novoadmin@novoinvent.com	0120-4349074	6.5 LPA
63	79	2022-2023	1902310100082	RIYA CHAUDHARY	B.TECH CS	TACTION SW	SIMRAN@TACTIONSOFTWARE.COM	9911004943	2.5 LPA
64	80	2022-2023	1902310100083	Riya sharma	B.TECH CS	PROZO DISTRIBUTION	admin@prozo.com	9873112495	3.0 LPA
65	82	2022-2023	1902310100085	Ruman Ali	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA
66	84	2022-2023	1902310100087	sahil khan	B.TECH CS	INNOBIT SYSTEM PVT ,NOIDA	admin@innobitsystems.com	1207161683	4.2 LPA
67	85	2022-2023	1902310100088	Saket kumar	B.TECH CS	TCS,NEW DELHI	careers@tcs.com	011-66506555	3.7 LPA
68	86	2022-2023	1902310100089	SAKSHI VERMA	B.TECH CS	VIR SOFTECH	corp@virsoftech.com	9319086751	4 LPA
69	88	2022-2023	1902310100091	Saloni	B.TECH CS	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
70	89	2022-2023	1902310100092	SAMPADA KALOUNI	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA

Director  
R.D. Engineering College  
Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
71	90	2022-2023	1902310100093	SANJAY KUMAR	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
72	91	2022-2023	1902310100094	SARTHAK SINGH	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
73	92	2022-2023	1902310100095	Shagun Chaudhary	B.TECH CS	VIRTUAL EMPLOYEE	sales@virtualemployee.com	(+91) 120 66 28 501	1.8LPA
74	93	2022-2023	1902310100096	Shivam Choudhary	B.TECH CS	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
75	94	2022-2023	1902310100097	SHIVAM SINGH	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
76	95	2022-2023	1902310100098	SHIVAM KUMAR PATHAK	B.TECH CS	Dalisoft,NOVOINMENT	hrit@dalisoft.in	911244712488	2.4 LPA
77	96	2022-2023	1902310100099	SHIVANI SAIN	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
78	97	2022-2023	1902310100100	Shivani Tyagi	B.TECH CS	GRANT THORNTON,GURGAON	Neetika.Arora@walkerchandiok.in	8042430700	2.4 LPA
79	99	2022-2023	1902310100103	SHUBHAM NIRMANIYA	B.TECH CS	CODEQUOTIENT, PUNJAB	info@codequotient.com	0124-4258219	7.5 LPA
80	100	2022-2023	1902310100104	SHUBHAM TYAGI	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
81	101	2022-2023	1902310100105	SOMYA SISODIA	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
82	102	2022-2023	1902310100106	SONU GAUTAM	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
83	103	2022-2023	1902310100107	SUMIT SHARMA	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
84	104	2022-2023	1902310100108	Sweety Sharma	B.TECH CS	NOVOINVENT,NOIDA	novoadmin@novoinvent.com	0120-4349074	6.5 LPA
85	105	2022-2023	1902310100109	TANIYA	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
86	106	2022-2023	1902310100110	Tannu Saxena	B.TECH CS	NOVOINVENT,NOIDA	novoadmin@novoinvent.com	0120-4349074	6.5 LPA
87	107	2022-2023	1902310100111	TANYA	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
88	108	2022-2023	1902310100112	TUSHAR	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
89	109	2022-2023	1902310100113	TUSHAR SAHU	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
90	110	2022-2023	1902310100114	TUSHAR SHARMA	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
91	112	2022-2023	1902310100116	VAIBHAV GARG	B.TECH CS	VARAISYS,NOIDA	naboneeta.das@varaisys.com	8318032714	4.0 LPA
92	114	2022-2023	1902310100118	Vasu Chaudhary	B.TECH CS	VIRTUAL EMPLOYEE	sales@virtualemployee.com	(+91) 120 66 28 501	3.83 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
93	115	2022-2023	1902310100119	Vidhi jain	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
94	116	2022-2023	1902310100120	VISHAL AGGARWAL	B.TECH CS	TECKVALLEY,NOIDA	hr@teckvalley.com	0120-4631841	3.3 LPA
95	117	2022-2023	1902310100121	YASHASVI DWIVEDI	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
96	118	2022-2023	1902310100122	YASHISH CHAUHAN	B.TECH CS	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
97	120	2022-2023	1902310109001	DEEPANSHU SINGH RAWAT	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
98	121	2022-2023	1902310109002	NAVNEET YADAV	B.TECH CS	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
99	122	2022-2023	1902310109003	RAVI PAL	B.TECH CS	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
100	124	2022-2023	1902310109005	SHEETAL	B.TECH CS	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
101	125	2022-2023	1902310109006	SHUBHAM UPADHYAYA	B.TECH CS	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
102	126	2022-2023	2002310109007	Rishab Sharma	B.TECH CS	CREDEX TECH.,NOIDA	amitabh.chaturvedi@credextechnology.com	8130009795	5.0 LPA
103	127	2022-2023	2002310109008	VIKAS MISHRA	B.TECH CS	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad





## R. D ENGINEERING COLLEGE GHAZIABAD (231)

## PLACEMENT DEPARTMENT

## COURSE - B.TECH (IT)

## PASSOUT YEAR- (2022-2023)

SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
1	1	2022-2023	1902310130001	AASHISH KARDAM	B.TECH IT	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
2	2	2022-2023	1902320130002	Abhishek	B.TECH IT	TECKVALLEY	hr@teckvalley.com	7722223505	3.3 LPA
3	4	2022-2023	1902310130005	ADITYA	B.TECH IT	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
4	5	2022-2023	1902310130007	ANANYA	B.TECH IT	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
5	7	2022-2023	1902310130009	Anubhav Verma	B.TECH IT	SHREE DIGITAL PRODUCTIONS	sdproductionmrt@gmail.com	7830987722	1.2LPA
6	8	2022-2023	1902310130010	AYUSH TYAGI	B.TECH IT	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
7	9	2022-2023	1902310130011	Chandan yadav	B.TECH IT	OASIS INFOBYTE	contact@oasisinfobyte.in	9985716740	3 LPA
8	11	2022-2023	1902310130013	Km Karuna	B.TECH IT	INNOBIT SYSTEMS PVT .LTD	admin@innobitsystems.com	0120-7161683	4.2LPA
9	12	2022-2023	1902310130014	KM POOJA	B.TECH IT	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
10	13	2022-2023	1902310130015	KM RIYA	B.TECH IT	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
11	15	2022-2023	1902310130017	MAYANK KARDAM	B.TECH IT	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
12	16	2022-2023	1902310130018	Pinku Kumar	B.TECH IT	NOVOINVENT	recruiting@novoinvent.com	0120-4349074	1.8LPA
13	17	2022-2023	1902310130019	Pintu kumar	B.TECH IT	THE UNIFIED CLOUD PVT LTD	info@unifiedcloud.in	8130550626	1.8LPA
14	18	2022-2023	1902310130020	PRIYANKA YADAV	B.TECH IT	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
15	19	2022-2023	1902310130021	PRIYANSHU KUMAR	B.TECH IT	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
16	20	2022-2023	1902310130022	Rahul Maheshwari	B.TECH IT	THE UNIFIED CLOUD PVT LTD	info@unifiedcloud.in	8130550626	1.8LPA
17	21	2022-2023	1902310130023	Rituraj Jha	B.TECH IT	CODEQUOTIENT	info@codequotient.com	9554067724	9LPA
18	23	2022-2023	1902310130025	SANCHIT SRIVASTAVA	B.TECH IT	BHARAT ELECTRONICS	cvo@bel.co.in	0120-2814739	3 LPA
19	24	2022-2023	1902310130026	SANDEEP YADAV	B.TECH IT	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
20	26	2022-2023	1902310130029	SHIVAM KUMAR	B.TECH IT	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
21	28	2022-2023	1902310130031	Vaibhav Tyagi	B.TECH IT	TECKVALLEY	hr@teckvalley.com	0120-4631841/42	3.3LPA
22	29	2022-2023	1902310130032	VANDANA MANDAL	B.TECH IT	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
23	30	2022-2023	1902310130035	VISHANT KUMAR	B.TECH IT	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
24	32	2022-2023	1902310130037	Yash Verma	B.TECH IT	VARASYS	HR@VARASYS.COM	8318032714	4LPA
25	33	2022-2023	1902310130038	Yashika sharma	B.TECH IT	MAPLECLOUD	fy@maplecloudtechnologies.com	8178803636	1LPA
26	34	2022-2023	2002310139002	SOURABH VERMA	B.TECH IT	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
27	35	2022-2023	2002310139003	SUMAILA TABASSUM	B.TECH IT	VIR SOFTECH	corp@virsoftech.com	9319086751	4 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



## R. D ENGINEERING COLLEGE GHAZIABAD (231)

## PLACEMENT DEPARTMENT

## COURSE - B.TECH (ECE)

## PASSOUT YEAR- (2022-2023)

SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
1	2	2022-2023	1902310310001	AAYUSH	B.TECH ECE	PLANET PCI	planet@planet-pci.com	91-124-4111999	2.41 LPA
2	3	2022-2023	1902310310004	AKASH KUMAR	B.TECH ECE	SPARK MINDA	hirdyanand.hirdyz@mindacorporation.com	01133145145	3.6LPA
3	6	2022-2023	1902310310009	ANKITA	B.TECH ECE	VANSH CONSTRUCTION	Hr@vanshconstructions.in	8965422222	2.8 LPA
4	9	2022-2023	1902310310013	DEEPANSHU	B.TECH ECE	VANSH CONSTRUCTION	Hr@vanshconstructions.in	8965422222	2.8 LPA
5	10	2022-2023	1902310310014	DEEPANSHU	B.TECH ECE	SPARK MINDA	hirdyanand.hirdyz@mindacorporation.com	01133145145	3.6LPA
6	11	2022-2023	1902310310015	DEEPANSHU TYAGI	B.TECH ECE	VANSH CONSTRUCTION	Hr@vanshconstructions.in	8965422222	2.8 LPA
7	12	2022-2023	1902310310017	GAURAV KUMAR	B.TECH ECE	SPARK MINDA	hirdyanand.hirdyz@mindacorporation.com	01133145145	3.6LPA
8	13	2022-2023	1902310310018	GAURI SHANKAR	B.TECH ECE	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
9	14	2022-2023	1902310310019	HARSH PORWAL	B.TECH ECE	SMRAT ROOF SOLAR SOLUTION	PPSINGHAL@GMAIL.COM	0124-4364	1.5LPA
10	15	2022-2023	1902310310021	Harun	B.TECH ECE	PACIFICBPO : mail.recruit@accesshealthcare.com	hiring_india@pacificbpo.com	6645789366	1.8 LPA
11	17	2022-2023	1902310310025	JANVI TYAGI	B.TECH ECE	VARAISYS	hr@varaisys.com	9318359310	1.8 LPA
12	18	2022-2023	1902310310027	KM HEMA	B.TECH ECE	PLANET PCI	planet@planet-pci.com	91-124-4111999	2.41 LPA
13	19	2022-2023	1902310310029	KM ISHA SHARMA	B.TECH ECE	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
14	20	2022-2023	1902310310030	Mansvi Saini	B.TECH ECE	AFFNADS SOLUTION PVT LTD	adops@affnads.com	120417059	2.8 LPA
15	21	2022-2023	1902310310031	MD ALTAMASH	B.TECH ECE	SPARK MINDA	hirdyanand.hirdyz@mindacorporation.com	01133145145	3.6LPA
16	22	2022-2023	1902310310033	MEHUL ARYA	B.TECH ECE	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
17	24	2022-2023	1902310310035	MOHD SUHAIL	B.TECH ECE	PLANET PCI	planet@planet-pci.com	91-124-4111999	2.41 LPA
18	25	2022-2023	1902310310036	MOIN KHAN	B.TECH ECE	SPARK MINDA	hirdyanand.hirdyz@mindacorporation.com	01133145145	3.6LPA
19	26	2022-2023	1902310310037	MUKESH KORI	B.TECH ECE	PLANET PCI	planet@planet-pci.com	91-124-4111999	2.41 LPA
20	27	2022-2023	1902310310039	Nandita Dodwal	B.TECH ECE	TECK VALLEY	hr@tecknetley.com	7418524562	3.30 LPA

Director  
R.D. Engineering College  
Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
21	28	2022-2023	1902310310040	Navit Kumar	B.TECH ECE	AIRVEDA TECHNOLOGIES PVT.LTD	info@airveda.com	9718190056	1.8 LPA
22	31	2022-2023	1902310310043	NIKHIL KUMAR	B.TECH ECE	SPARK MINDA	hirdyanand.hirdyz@mindacorporation.com	01133145145	3.6LPA
23	35	2022-2023	1902310310048	PUNIT SAINI	B.TECH ECE	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
24	37	2022-2023	1902310310056	Satendra Kumar	B.TECH ECE	ERNET INDIA	support@ernet.in	1122170578	1.2 LPA
25	38	2022-2023	1902310310055	SARFUL HOQUE	B.TECH ECE	PLANET PCI	planet@planet-pci.com	91-124-4111999	2.41 LPA
26	40	2022-2023	1902310310057	SHIVAM	B.TECH ECE	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
27	41	2022-2023	1902310310061	Shweta Sharma	B.TECH ECE	IDENTITY ACCESS SOLUTION PVT LTD	info@identityandaccesssolutions.com	9638527415	3LPA
28	42	2022-2023	1902310310060	SHWETA	B.TECH ECE	SPARK MINDA	hirdyanand.hirdyz@mindacorporation.com	01133145145	3.6LPA
29	44	2022-2023	1902310310063	SUMIT SINGH	B.TECH ECE	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
30	49	2022-2023	1902310310069	VIVEK KUMAR	B.TECH ECE	PLANET PCI	planet@planet-pci.com	91-124-4111999	2.41 LPA
31	52	2022-2023	2002310319002	Anju goswami	B.TECH ECE	DB INDIA	hrdb@db.in	67565554444	3.0 LPA
32	53	2022-2023	2002310319003	Anmol Rana	B.TECH ECE	SAMSUNG	sdnoida@samsung.com	012-6275500	2.5 LPA
33	57	2022-2023	2002310319008	Srishti Bhatnagar	B.TECH ECE	AFFNADS SOLUTION PVT LTD	adops@affnads.com	120417059	2.52 LPA

  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad



## R. D ENGINEERING COLLEGE GHAZIABAD (231)

## PLACEMENT DEPARTMENT

## COURSE - B.TECH (ME)

## PASSOUT YEAR- (2022-2023)

SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
1	2	2022-2023	1902310400002	AFTAB ANSARI	B.TECH ME	GOLD PLUS	info@goldplusgroup.com	011-66376000	2.4 LPA
2	8	2022-2023	1902310400009	Gajendra Kumar	B.TECH ME	HETTICK, NEW DELHI	salesenquiry@in.hetticj.com	011- 4894000	3 LPA
3	11	2022-2023	1902310400013	HEMANT KUMAR	B.TECH ME	GOLD PLUS	info@goldplusgroup.com	011-66376000	2.4 LPA
4	12	2022-2023	1902310400014	Kapil Kumar	B.TECH ME	HETTICK, NEW DELHI	salesenquiry@in.hetticj.com	011- 4894001	3 LPA
5	13	2022-2023	1902310400015	Pooja Yadav	B.TECH ME	HETTICK, NEW DELHI	salesenquiry@in.hetticj.com	011- 4894002	3 LPA
6	14	2022-2023	1902310400016	Manish Singh	B.TECH ME	HETTICK, NEW DELHI	salesenquiry@in.hetticj.com	011- 4894003	3 LPA
7	15	2022-2023	1902310400018	PRATHAM	B.TECH ME	GOLD PLUS	info@goldplusgroup.com	011-66376000	2.4 LPA
8	18	2022-2023	1902310400023	ROHIT KUMAR	B.TECH ME	MECHOMOTIVE	info@mechomotive.com.	7633444444	1.8 LPA
9	19	2022-2023	1902310400024	SHIVAM	B.TECH ME	JAYSHREE POLYMER	quickhr@gmail.com	6743239800	2.04 LPA
10	22	2022-2023	1902310400027	SONU KUMAR	B.TECH ME	MECHOMOTIVE	info@mechomotive.com.	7633444444	1.8 LPA
11	23	2022-2023	1902310400029	Sunil Kumar	B.TECH ME	BINARY SEMANTICS, GURGAON	marketing@binarysemantics.com	124- 4787200	2.5 LPA
12	24	2022-2023	1902310400030	VINEET KUMAR	B.TECH ME	JAYSHREE POLYMER	quickhr@gmail.com	6743239800	2.04 LPA
13	25	2022-2023	1902310400031	VISHAL KUMAR	B.TECH ME	JAYSHREE POLYMER	quickhr@gmail.com	6743239800	2.04 LPA
14	26	2022-2023	1902310400032	Vishal Sharma	B.TECH ME	TURNING MINDS.AI	info@turningminds.ai	8121019111	1.8LPA
15	27	2022-2023	1902310400033	VIVEKSHEEL	B.TECH ME	GOLD PLUS	info@goldplusgroup.com	011-66376000	2.4 LPA
16	28	2022-2023	1902310400034	YASH BHARDWAJ	B.TECH ME	MECHOMOTIVE	info@mechomotive.com.	7633444444	1.8 LPA
17	29	2022-2023	2002310409001	Aashish	B.TECH ME	UNITED COMPONENTS	enquiry@unicomtools.com	7065547002	1.8LPA
18	30	2022-2023	2002310409003	MD CHAND ALAM	B.TECH ME	JAYSHREE POLYMER	quickhr@gmail.com	6743239800	2.04 LPA
19	31	2022-2023	2002310409005	RAHUL	B.TECH ME	MECHOMOTIVE	info@mechomotive.com.	7633444444	1.8 LPA

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



## R.D.ENGINEERING COLLEGE(RD 231 )

## PLACEMENT DEPARTMENT

## COURSE -B.TECH CIVIL

## PASSOUT YEAR - (2022-2023)

SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
1	1	2022-2023	1902310000001	AHMAD HUSSAIN	B.TECH CE	VIR	corp@virsofttech.com	9319086751	4 LPA
2	3	2022-2023	1902310000003	ANCHAL	B.TECH CE	ZFPN	ZFPN.2018@GMAIL.COM	6754907777	1.5 LPA
3	5	2022-2023	1902310000005	ARYAN TYAGI	B.TECH CE	VANSH CONSTRUCTION	hr@vanshcounstructions.in	8965422222	2.8 LPA
4	6	2022-2023	1902310000006	BOBY	B.TECH CE	VIR	corp@virsofttech.com	9319086751	4 LPA
5	7	2022-2023	1902310000007	DEEPANSHU VERMA	B.TECH CE	ZFPN	ZFPN.2018@GMAIL.COM	6754907777	1.5 LPA
6	8	2022-2023	1902310000008	HIMANSHU	B.TECH CE	VANSH CONSTRUCTION	hr@vanshcounstructions.in	8965422222	2.8 LPA
7	9	2022-2023	1902310000009	IMRAN AHMAD SHEERGOJRI	B.TECH CE	VANSH CONSTRUCTION	hr@vanshcounstructions.in	8965422222	2.8 LPA
8	11	2022-2023	1902310000012	MOHAMMAD SHAHRYAB	B.TECH CE	VELOCITY	infovel@velocity.in	911204243310	5.2 LPA
9	12	2022-2023	1902310000013	MUKESH KUMAR	B.TECH CE	ZFPN	ZFPN.2018@GMAIL.COM	6754907777	1.5 LPA
10	13	2022-2023	1902310000014	MUZAFFAR ALI	B.TECH CE	VANSH CONSTRUCTION	hr@vanshcounstructions.in	8965422222	2.8 LPA
11	18	2022-2023	2002310009001	AJAY YADAV	B.TECH CE	VELOCITY	infovel@velocity.in	911204243310	5.2 LPA
12	19	2022-2023	2002310009002	AMISHA GUPTA	B.TECH CE	VIR	corp@virsofttech.com	9319086751	4 LPA
13	21	2022-2023	2002310009004	ANCHALTIWARI	B.TECH CE	VELOCITY	infovel@velocity.in	911204243310	5.2 LPA
14	22	2022-2023	2002310009005	NITISH BHARDWAJ	B.TECH CE	ZFPN	ZFPN.2018@GMAIL.COM	6754907777	1.5 LPA
15	23	2022-2023	2002310009006	UTKARSH PARASHAR	B.TECH CE	ZFPN	ZFPN.2018@GMAIL.COM	6754907777	1.5 LPA

Director  
R.D. Engineering College  
Duhai, Guazlabad



## R. D ENGINEERING COLLEGE GHAZIABAD (231)

## PLACEMENT DEPARTMENT

## COURSE - MCA

## PASSOUT YEAR- (2022-2023)

SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM POST GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
1	1	2022-2023	2102310140001	AADIL ALI	MCA	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
2	2	2022-2023	2102310140002	AAKANSHA TYAGI	MCA	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
3	4	2022-2023	2102310140005	ABHISHEK KUMAR GOND	MCA	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
4	5	2022-2023	2102310140006	ABHISHEK SHARMA	MCA	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
5	7	2022-2023	2102310140008	ABHISHEK VERMA	MCA	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
6	8	2022-2023	2102310140009	AMIT KUMAR SHARMA	MCA	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
7	9	2022-2023	2102310140010	ANJALI SHARMA	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
8	12	2022-2023	2102310140014	BHUPENDRA KUMAR	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
9	13	2022-2023	2102310140016	DEEPAK BHANDARI	MCA	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
10	14	2022-2023	2102310140017	DEEPAK KUMAR	MCA	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
11	15	2022-2023	2102310140019	GAURAV	MCA	E SOLUTIONS	info@e-solutionsinc.com	0120-6638000	2.16 LPA
12	16	2022-2023	2102310140020	GAURAV SHARMA	MCA	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
13	20	2022-2023	2102310140024	HARSH VARDHAN	MCA	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
14	21	2022-2023	2102310140025	HIMANSHU KUMAR SRIVASTAV	MCA	ANDROMOBI	hire@andromobi.com	8368525332	2 LPA
15	22	2022-2023	2102310140026	HIMANSHU TAMAR	MCA	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
16	23	2022-2023	2102310140027	KAMINI	MCA	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
17	24	2022-2023	2102310140029	KRISHAN SHARMA	MCA	VERTEX PLUX	info@vertexplus.com	1412761951	1.5 LPA
18	25	2022-2023	2102310140030	LAKSHIT CHAUHAN	MCA	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
19	26	2022-2023	2102310140031	LAVKUSH TYAGI	MCA	INNOBIT SYSTEMS PVT LTD	admin@innobitsystems.com	0120-7161683	4.2 LPA

Director  
R.D. Engineering College  
Duhai, Ghaziabad



SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM POST GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
20	27	2022-2023	2102310140032	MADHVI DIXIT	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
21	28	2022-2023	2102310140033	MANSI SAINI	MCA	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
22	29	2022-2023	2102310140034	MUKUL CHAUHAN	MCA	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
23	30	2022-2023	2102310140035	MUSHARRAF AHMED	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
24	31	2022-2023	2102310140036	NAKUL	MCA	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
25	32	2022-2023	2102310140037	NAVEEN KUMAR	MCA	TEKBEETLE	hr@tekbeetle.com	9454793323	1.8 LPA
26	33	2022-2023	2102310140038	NISHA	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
27	34	2022-2023	2102310140039	NISHANT TYAGI	MCA	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
28	35	2022-2023	2102310140041	PANKAJ KUMAR KUSHWAHA	MCA	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
29	36	2022-2023	2102310140042	PRACHI SINGH	MCA	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
30	37	2022-2023	2102310140044	PRAMOD KUMAR	MCA	Dalisoft	hrit@dalisoft.in	911244712488	2.4 LPA
31	38	2022-2023	2102310140045	PRASHANT KUMAR	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
32	39	2022-2023	2102310140046	PRATEEK TYAGI	MCA	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
33	40	2022-2023	2102310140047	PRIYANSHU KUMAR SRIVASTAV	MCA	REDIAN SOFTWARE	redian.asia@rediansoftware.com	9108563545	0.96 LPA
34	41	2022-2023	2102310140048	RAHI TYAGI	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
35	42	2022-2023	2102310140049	RAJAN KUMAR	MCA	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA
36	43	2022-2023	2102310140050	RAJAT TYAGI	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
37	45	2022-2023	2102310140053	ROHIT KUMAR	MCA	COGNIZANT	hrss@cognizant.com	1800206999	3.83 LPA
38	46	2022-2023	2102310140054	ROSHAN LAL MAURYA	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
39	48	2022-2023	2102310140056	SACHIN TYAGI	MCA	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
40	50	2022-2023	2102310140058	SAGAR SIROHI	MCA	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
41	51	2022-2023	2102310140059	SANJEEV KUMAR	MCA	MOBISOFT LABS,GURGAON	admin@mobisoftlabs.com	0124-4229219	3.0 LPA





SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM POST GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
42	52	2022-2023	2102310140060	SHAGUN TYAGI	MCA	WEBKUL	hrdpt@wekul.com	9650486699	3.2 LPA
43	53	2022-2023	2102310140061	SHIVANI PAL	MCA	EASTERN SOFTWARE SYSTEM	marketing@ebizframe.com	1020-4212930	3.8 LPA
44	54	2022-2023	2102310140062	SHUBHAM SHRIVASTAV	MCA	INNOBIT SYSTEMS PVT .LTD	admin@innobitsystems.com	0120-7161683	3.6 LPA
45	55	2022-2023	2102310140063	SUMIT KUMAR	MCA	VERTEX PLUX	info@vertexplus.com	1412761951	1.8 LPA
46	56	2022-2023	2102310140064	UTKARSH TIWARI	MCA	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
47	59	2022-2023	2102310140068	VANDNA TYAGI	MCA	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
48	60	2022-2023	2102310140069	VARSHA TYAGI	MCA	Dalisoft	hr@dalisoft.in	911244712488	2.4 LPA
49	62	2022-2023	2102310140072	VIKKI	MCA	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA
50	63	2022-2023	2102310140073	VIMAL KUMAR	MCA	VIR SOFTECH	corp@virsofttech.com	9319086751	4 LPA
51	65	2022-2023	2102310140075	VISHAL CHAUHAN	MCA	INDUS VALLEY	help@theindusvalley.in	0120-4225230	6.0 LPA
52	67	2022-2023	2102310140077	YASHASVI VASHISTH	MCA	XORLABS,NOIDA	varsha.bhandari@xorlabs.com	8826049888	3.5 LPA

Director  
R.D. Engineering College  
Delhi Ghaziabad



## R. D ENGINEERING COLLEGE GHAZIABAD (231)

## PLACEMENT DEPARTMENT

## COURSE - MBA

## PASSOUT YEAR- (2022-2023)

SN	REF NO.	YEAR	ROLL NO.	NAME	PROGRAM POST GRADUATED FROM	NAME OF THE EMPLOYER	EMAIL	CONTACT	PAY PACKAGE AT APPOINTMENT (IN INR PER ANNUM) (APPLICABLE FOR STUDENTS WHO GOT PLACEMENT)
1	1	2022-23	2102310700001	ABHISHT PANDEY	MBA	APOGEE SERVICES	hr@apexservices.in	5222302985	2.4 LPA
2	3	2022-23	2102310700004	AMAN AGGARWAL	MBA	MI OUTSOURCING	hrmi@mioutsourcing.in	8276345544	3.6 LPA
3	4	2022-23	2102310700006	ANSHIKA TYAGI	MBA	SEOCZAR IT SERVICES PVT LTD	INFO@SEOCZAR.COM	7838759114	2.5 LPA
4	5	2022-23	2102310700007	ANSHU KUMAR	MBA	APOGEE SERVICES	hr@apexservices.in	5222302985	2.4 LPA
5	6	2022-23	2102310700008	ARIBA	MBA	ALK TALENT	hrdalk@alktalent.in	0120-4292862	2.4 LPA
6	7	2022-23	2102310700009	ARUNIMA SHARMA	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHH57@GMAIL.COM	7037449516	1.5 LPA
7	8	2022-23	2102310700010	ARUSHI TYAGI	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHH57@GMAIL.COM	7037449516	1.5 LPA
8	9	2022-23	2102310700011	ASHISH YADAV	MBA	TRYLOGIC	hrd@trylogic.in	91-04040079667	1.8 LPA
9	10	2022-23	2102310700012	ASHWANI CHAUDHARY	MBA	TRYLOGIC	hrd@trylogic.in	91-04040079667	1.8 LPA
10	11	2022-23	2102310700013	AVINASH KUMAR	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHH57@GMAIL.COM	7037449516	1.5 LPA
11	12	2022-23	2102310700014	AYUSH VERMA	MBA	MI OUTSOURCING	hrmi@mioutsourcing.in	8276345544	3.6 LPA
12	13	2022-23	2102310700016	AYUSHI TYAGI	MBA	ASB AUTOMOBILES PVT LTD	kiagr@ashkia.in	1202807600	1.8 LPA
13	15	2022-23	2102310700018	CHIRAG JAIN	MBA	APOGEE SERVICES	hr@apexservices.in	5222302985	2.4 LPA
14	16	2022-23	2102310700019	DINESH KUMAR	MBA	ALK TALENT	hrdalk@alktalent.in	0120-4292862	2.4 LPA
15	17	2022-23	2102310700020	GURMEET	MBA	DIGITALWEB SOLUTIONS PVT LTD	ANJALLPANDEY@DIGITALWEB SOLUTION.IN	9856321470	3.0 LPA
16	18	2022-23	2102310700021	HARSH AGARWAL	MBA	TRYLOGIC	hrd@trylogic.in	91-04040079667	1.8 LPA
17	19	2022-23	2102310700022	HARSH YARDHAN	MBA	GLOBALLOGIC TECHNOLOGIES PVT. LTD	INFO@GLOBALLOGIC.COM	124786600	2.5 LPA
18	20	2022-23	2102310700023	JYOTI KUMARI	MBA	TRYLOGIC	hrd@trylogic.in	91-04040079667	1.8 LPA
19	21	2022-23	2102310700024	KAJAL PAL	MBA	MI OUTSOURCING	hrmi@mioutsourcing.in	8276345544	3.6 LPA
20	22	2022-23	2102310700025	KARISHMA	MBA	APOGEE SERVICES	hr@apexservices.in	5222302985	2.4 LPA
21	24	2022-23	2102310700028	KM KIRAN	MBA	TRYLOGIC	hrd@trylogic.in	91-04040079667	1.8 LPA
22	25	2022-23	2102310700029	KOMAL TYAGI	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHH57@GMAIL.COM	7037449516	1.5 LPA
23	26	2022-23	2102310700030	KONIKA GUPTA	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHH57@GMAIL.COM	7037449516	1.5 LPA

Director  
R.D. Engineering College  
Duhai, Ghaziabad



24	27	2022-23	2102310700031	KRISHAN KANT KASHYAP	MBA	ZAPMINATI, NOIDA	info@zapminati.com	82877800032	2.16 LPA
25	29	2022-23	2102310700033	LALIT CHAUDHARY	MBA	MI OUTSOURCING	hrmi@mioutsourcing.in	8276345544	3.6 LPA
26	30	2022-23	2102310700034	MANNU SHARMA	MBA	ALK TALENT	hrdalk@alktalent.in	0120-4292862	2.4 LPA
27	32	2022-23	2102310700036	MAUSAM	MBA	TRYLOGIC	hrd@trylogic.in	91-04040079667	1.8 LPA
28	33	2022-23	2102310700037	MEGHNA GEMINI	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHI57@GMAIL.COM	7037449516	1.5 LPA
29	34	2022-23	2102310700038	MEHTAB ALI	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHI57@GMAIL.COM	7037449516	1.5 LPA
30	35	2022-23	2102310700039	NARAYAN KUMAR JHA	MBA	APOGEE SERVICES	hr@apesservices.in	5222302985	2.4 LPA
31	37	2022-23	2102310700041	NIDHI CHAUDHARY	MBA	ALK TALENT	hrdalk@alktalent.in	0120-4292862	2.4 LPA
32	38	2022-23	2102310700042	NIKHIL DAGAR	MBA	ALK TALENT SEARCH LLP,NOIDA	AJIT@ALKTALENT.IN	8882917596	2.4 LPA
33	39	2022-23	2102310700043	NISHA TYAGI	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHI57@GMAIL.COM	7037449516	1.5 LPA
34	40	2022-23	2102310700044	NISHI SHARMA	MBA	ALK TALENT SEARCH LLP,NOIDA	AJIT@ALKTALENT.IN	8882917596	2.4 LPA
35	41	2022-23	2102310700045	NITESH SHARMA	MBA	MI OUTSOURCING	hrmi@mioutsourcing.in	8276345544	3.6 LPA
36	43	2022-23	2102310700047	PRIYANAKA SHARMA	MBA	ALK TALENT SEARCH LLP,NOIDA	AJIT@ALKTALENT.IN	8882917596	2.4 LPA
37	45	2022-23	2102310700049	RASHID LATIF	MBA	KEYWORD INDIA NETWORK PVT LTD	info@keywordindia.com	0120-2820022	1.2 LPA
38	47	2022-23	2102310700051	RITIKA GOEL	MBA	TRYLOGIC	hrd@trylogic.in	91-04040079667	1.8 LPA
39	48	2022-23	2102310700052	SACHIN	MBA	ALK TALENT	hrdalk@alktalent.in	0120-4292862	2.4 LPA
40	49	2022-23	2102310700054	SHIVAM KASHYAP	MBA	NeOz ENERGY PVT LTD	sales@neoenergy.org	0120-4123584	2.9 LPA
41	50	2022-23	2102310700055	SHIVANI TYAGI	MBA	MI OUTSOURCING	hrmi@mioutsourcing.in	8276345544	3.6 LPA
42	51	2022-23	2102310700056	SHLOK KALA	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHI57@GMAIL.COM	7037449516	1.5 LPA
43	52	2022-23	2102310700057	SUBHI TYAGI	MBA	SILEX CHROMATOGRSPHY	TYAGISUBHI57@GMAIL.COM	7037449516	1.5 LPA
44	53	2022-23	2102310700058	SURBHI SHARMA	MBA	SACHIN ELECTRICAL PVT ,LTD	MANDAL@SACHINELECTRICAL.COM	0120-4155654	2.4 LPA
45	54	2022-23	2102310700059	TANISHKA VERMA	MBA	MOTHERSON SUMI WIRING INDIA LTD.	info@motherson.com	1206752100	2.5 LPA
46	55	2022-23	2102310700060	VAIBHAV RAWAT	MBA	ALK TALENT SEARCH LLP,NOIDA	AJIT@ALKTALENT.IN	8882917596	2.4 LPA
47	56	2022-23	2102310700061	VARSHA SINGHAL	MBA	APOGEE SERVICES	hr@apesservices.in	5222302985	2.4 LPA

Director  
R.D. Engineering College  
Durai



SESSION (2022-2023)

OFFER LETTER

CSE & ALLIED BRANCHES



  
Director  
R.D. Engineering College  
Duhai, Graziabad

13

6-Mar-2023

Dear Aakash Verma,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and Internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Akash Verma

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to



Director  
R.D. Engineering College  
Duha, Ghaziabad

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

2



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze 1 Tech Park,  
Sector 49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Abhay Soni,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Neesh Mathur".

**Neesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink.

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)





Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze IT Park,

Sector-49, Gurugram- 122018

T +91 124 4712488 Website [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhaj, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
- 12. Internship allowance: Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:



Place:

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Name: Abhay Soni

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

28 June 2022

Abhishek Sharma  
H.No. 16,O, Fazalpur,  
Baghpat, U.P.  
250645

03

Dear Abhishek,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company.

**CONFIDENTIALITY \***

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in

the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other three month's notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*Preeti Kapoor*  
Director  
R.D. Engineering College  
Duha, Ghaziabad

ACCEPTED BY \_\_\_\_\_

Name- Abhishek Gautam  
Roll no- 1902310100004

CTC Break-up Sheet

4

Name: Abhishek Gautam  
Effective Date: July 03, 2023

You will be entitled for CTC package of Rs. 5,00,000 /- with the breakup details given below:

Salary Break-up		
Part A	Per Month	Per Annum
BASIC	10,800	1,29,600
HRA	5,400	64,800
CONVEYANCE	1,600	19,200
SPECIAL ALLOWANCE	3,800	45,600
<b>TOTAL (A)</b>	<b>21,600</b>	<b>2,59,200</b>
Part B	Per Month	Per Annum
EMPLOYER PF CONTRIBUTION	1,296	15,552
<b>TOTAL (A+B)</b>	<b>22,896</b>	<b>2,74,752</b>
Part C	Per Month	Per Annum
PERFORMANCE INCENTIVE (PI)*	-	25,248
SPECIAL BONUS 1** (Dec 31, 2023)	-	50,000
SPECIAL BONUS 2** (Jun 30, 2024)	-	50,000
<b>TOTAL (A+B+C)</b>	<b>22,896</b>	<b>4,00,000</b>
Part D	Per Month	Per Annum
SPECIAL BONUS 3** (Dec 31, 2024)	-	1,00,000
<b>COST TO THE COMPANY (A+B+C+D)</b>	<b>22,896</b>	<b>5,00,000</b>

Notes:

1. The above break-up is subject to change, without impacting the total committed CTC to meet the conformity with statutory laws or as per management discretion.
2. Your Basic Salary/ Allowances etc. may be subject to income tax and TDS withholding as per income tax rules and regulations.
3. The PF Contribution mentioned above is as per agreed terms.
4. \* PI - The payout of the PI is between 0-100% and is dependent on the company's evaluation of your performance. The performance evaluation for PI payout will be done during your next year appraisal provided you are employed with Credex Technology and have completed one year since the effective date and not serving the notice period.
5. \*\* Special Bonus - These one-time payouts are payable on the dates mentioned in the table, provided you are employed with Credex Technology and not serving the notice period on the mentioned date.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

JAN 10, 2023

**OFFER LETTER**

termination during the probation period from the company is the discretion on the company and you agree to abide by that.

You will not accept or perform any part time or other work whether honorary or remuneratory, without obtaining prior written permission of the Management. Violation of this would imply that the Company can charge you with financial damages and initiate legal action.

At any stage, within three years of your last working date at Credex Technology, you cannot join or consider any job offer from the existing or past clients of Credex Technology and their partner companies either directly or through a third party.

In the event of any act of indiscipline and/ or unauthorized absence from work and/ or creating unreasonable hindrance in timely completion of the assigned task etc., the employment can be terminated at any time without providing any notice period. The decision of the Company shall be final and binding. In case of such termination of your employment, any consideration for settlement of accounts will be made only after you have ensured knowledge transition and returned all the properties of the Company, their customer and/ or any other material entrusted to your care.

We look forward to the continuation of a long and mutually rewarding relationship.



**Yours Sincerely,**

**For Credex Technology Pvt. Ltd**



Director  
R.D. Engineering College  
Duhai, Ghaziabad

JAN 10, 2023

## OFFER LETTER

We are pleased to welcome you as **Associate Software Engineer** in **Credex Technology Pvt Ltd**, subject to the Terms & Conditions mentioned below.

**1. APPOINTMENT DATE:**

Your start date will be July 03, 2023.

**2. REMUNERATION:**

You will be entitled for CTC (Cost To Company) package of **Rs. 5,00,000/-**

**3. LEAVE ENTITLEMENT:**

You will be entitled for the leave as per company policy.

**4. NON-DISCLOSURE AGREEMENT:**

The Company has a non-disclosure of any confidential and/ or proprietary information of the Company and their customers with anyone within and/ or outside the Company. Acceptance of this letter will mean the acceptance and abidance of the non-disclosure agreement acquired verbally or in written form, since the time you joined the Company. Any work done during your employment at Credex Technology, in terms of code development is an Intellectual Property of Credex Technology and its customers. You have no rights, whatsoever on the work done by you. You cannot disclose any confidential, technological or proprietary information that you gathered working at Credex Technology even after leaving the company for the next 3 years unless having a written explicit approval from the Company management. The Company reserves the right to initiate legal or any other recourse as deemed fit by the Company. You may be given a separate NDA document for explicit signature, however, the acceptance of this offer letter means that you are bound and will comply with the NDA clauses.

**5. TERMINATION OF SERVICES:**

Your employment will be subject to termination at any time **without** assigning any reason and by providing **60 days'** notice on either side. In case, of premature termination, no experience certificate will be issued. In case leave is required to be taken for personal reasons or unforeseen circumstances, it will be treated as leave without pay and the notice period may be extended at the discretion of the Company. Further, in case you leave without providing sufficient notice period, the Company reserves the right to deduct Salary including all other benefits for the insufficient period of notice from any payment that may be due to you. However, if your presence is required for completion of assigned tasks, you may not be relieved earlier than the expiry of your entire notice period. Violation of this would force the company to forfeit all your dues and take necessary legal action for any damages caused to the Company owing to your leaving without serving the entire notice period. The Company reserves the right to recover the loss incurred by Company by your insufficient notice.

You will be on a 3 months' Probation Period on the joining of the organization. During the probation period, you will be covered with the 60 day notice period clause, however, Company can decide to terminate your probation period by giving 60 days' notice with the reason. The reason of premature



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

JAN 10, 2023

OFFER OF EMPLOYMENT

**Mr. Abhishek Gautam**  
**S/o. Mr. Tekchand**  
**Village- Patwari- Sec-02- Gr Noida**

Dear Abhishek,


Congratulations!

We are pleased to welcome you as **Associate Software Engineer** in **Credex Technology Pvt. Ltd.**, subject to the Terms & Conditions mentioned below.

Your offer letter is enclosed.

This offer letter is valid for three working days from the date of sending this letter to you for your explicit acceptance. The offer will no longer be valid after the elapse of these three working days.

We look forward to the long term and mutually fruitful relationship.



**Yours Sincerely,**

**For Credex Technology Pvt. Ltd**



**Director**  
**R.D. Engineering College**  
**Duhai, Ghaziabad**





JAN 10, 2023

**TRAINING LETTER**

You will not accept or perform any part time or other work whether honorary or remuneratory, without obtaining prior written permission of the Management. Violation of this would imply that the Company can charge you with financial damages and initiate legal action.

At any stage, within three years of your last working date at Credex Technology, you cannot join or consider any job offer from the existing or past clients of Credex Technology and their partner companies either directly or through a third party.

In the event of any act of indiscipline and/ or unauthorized absence from work and/ or creating unreasonable hindrance in timely completion of the assigned task etc., the t can be terminated at any time without providing any notice period. The decision of the Company shall be final and binding. In case of such termination of your training, any consideration for settlement of accounts will be made only after you have ensured knowledge transition and returned all the properties of the Company, their customer and/ or any other material entrusted to your care.

We look forward to the continuation of a long and mutually rewarding relationship.



Yours Sincerely,

**For Credex Technology Pvt. Ltd**



Director  
R.D. Engineering College  
Duhai, Ghaziabad

JAN 10, 2023

## TRAINING LETTER

We are pleased to welcome you as **System Trainee** in **Credex Technology Pvt Ltd**, subject to the Terms & Conditions mentioned below.

**1. START DATE:**

Your training start date will be January 16, 2023.

**2. REMUNERATION:**

You will be entitled for monthly stipend of Rs 10,000 per month during your training period. On the successful completion of training, your employment terms are as per the Employment Offer Letter provided to you.

**3. LEAVE ENTITLEMENT:**

You are not entitled for leave during the training period. The leaves for any college related activities are to be pre-approved from HR.

**4. NON-DISCLOSURE AGREEMENT:**

The Company has a non-disclosure of any confidential and/ or proprietary information of the Company and their customers with anyone within and/ or outside the Company. Acceptance of this letter will mean the acceptance and abidance of the non-disclosure agreement acquired verbally or in written form, since the time you joined the Company. Any work done during your training at Credex Technology, in terms of code development is an Intellectual Property of Credex Technology and its customers. You have no rights, whatsoever on the work done by you. You cannot disclose any confidential, technological or proprietary information that you gathered working at Credex Technology even after leaving the company for the next 3 years unless having a written explicit approval from the Company management. The Company reserves the right to initiate legal or any other recourse as deemed fit by the Company. You may be given a separate NDA document for explicit signature, however, the acceptance of this offer letter means that you are bound and will comply with the NDA clauses.

**5. TERMINATION OF SERVICES:**

Your training will be subject to termination at any time without assigning any reason and by providing **60 days'** notice on either side. In case, of premature termination, no experience certificate will be issued. In case leave is required to be taken for personal reasons or unforeseen circumstances, it will be treated as leave without pay and the notice period may be extended at the discretion of the Company. Further, in case you leave without providing sufficient notice period, the Company reserves the right to deduct Salary including all other benefits for the insufficient period of notice from any payment that may be due to you. However, if your presence is required for completion of assigned tasks, you may not be relieved earlier than the expiry of your entire notice period. Violation of this would force the company to forfeit all your dues and take necessary legal action for any damages caused to the Company owing to your leaving without serving the entire notice period. The Company reserves the right to recover the loss incurred by Company by your insufficient notice.



Address: C-56/ A-13, Ground Floor, Sector 62, Opposite Stellar IT Park, Noida, Uttar Pradesh

  
DirectorR.D. Engineering College  
Dunal, Ghaziabad

5

6-Mar-2023

Dear Aditi Garg,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Aditi Garg

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

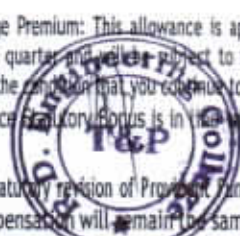
\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to



Director  
R.D. Engineering College  
Chennai - 600 097

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://nonecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

(6)



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India, Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear **Aditya Kaushik**,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**Indus Valley Partners (India) Pvt. Ltd.**

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.Indusvalleypartners.com](http://www.Indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance



Director  
R.D. Engineering College  
Duhai, Ghaziabad

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Aditya Kaushik

Date of acceptance

07



1902310100007

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20206553857/Delhi**  
**Date: 28/12/2022**

Mr. Ajay Pal  
H.No-175,Muradgam,Pur-Pursi Gupta Market,MuradnagarGupta Market,  
Near Ghanda Kuwa,  
Ghaziabad-201206,  
Uttar Pradesh.  
Tel# 91-1232297243

Dear Ajay Pal,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential  
TCSL/DT20206553857



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office: Namal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service line: 1800 209 3111 Email: careers@tcs.com





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

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Food Card**

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

2

## **TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai- 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

## OTHER BENEFITS

### **Health Insurance Scheme**

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

HIS offers the following benefits:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

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

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

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

## Professional Memberships

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office: Nirmaal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service line: 1800 209 3111 Email: careers@tcs.com



## RETIRALS

### **Provident Fund**

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

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## TERMS AND CONDITIONS

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

### **2. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

TCS Confidential  
TCSL/DT20206553857

5



### 3. Training Period

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

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

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

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

### 4. Working Hours

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

### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### 6. Compensation Structure / Salary components

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

### 7. Increments and Promotions

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

### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

TCS Confidential  
TCSL/DT20206553857



Director  
R.D. Engineering College  
Ghaziabad

6

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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

#### 9. Confidentiality Agreement

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

#### 10. Service Agreement

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

#### 11. Work in SBWS mode

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

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

7

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 12. Overseas International Assignment Agreement

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

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

## 13. Terms and Conditions

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

## 14. TATA Code of Conduct

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

## 15. Notice Period

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

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

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



#### 16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 17. Pre-employment Medical Certificate

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

#### 18. Employment of Non Indian Citizens

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

#### 19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs 100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs 100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

TCS Confidential

TCSL/DT20206553857



Director  
TCS Engineering College  
Duhai, Ghaziabad

9





address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

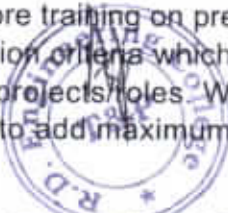
## 21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

TCS Confidential  
TCSL/DT20206553857



**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

## 24. Compliance to all clauses

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

## 25. Data Privacy Clause:

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

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

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

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

Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857



**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

12

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

13

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: [www.tcs.com](http://www.tcs.com)  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



GROSS SALARY SHEET

Annexure 1

Name: Ajay Pal  
 Designation: Assistant System Engineer-Trainee  
 Institute Name: Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>
<b>Xplore/ Learning Incentive****</b>		Upto 60,000

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

\*\*\*\* Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>



Director  
 R.D. Engineering College  
 Duha, Ghaziabad

TCS Confidential  
 TCSL/DT20206553857

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 India  
 Tel: 91 11 6650 6655 Fax: 91 11 2331 1735 Website: www.tcs.com  
 Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
 TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## Annexure 2

<b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	<b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
<b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	<b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
<b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	<b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
<b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam	<b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
<b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	<b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
<b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	<b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
<b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	<b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
<b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



  
**Director**  
**R.D. Engineering College**  
**Duhai, Ghaziabad**

**TCS Confidential**  
**TCSL/DT20206553857**

### TATA CONSULTANCY SERVICES

**Tata Consultancy Services Limited**

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

16

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

17

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office: Nirmaal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com





#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

18

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

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

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

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

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

#### 8. Restriction on Associate's Rights

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

#### 9. No License

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## 10. Equitable Rights

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

## 11. General

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

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

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

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

20

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TCS Confidential  
TCSL/DT20206553857

21

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6655 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

(8)

6-Mar-2023

Dear Akash Verma,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/- This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition  
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :



Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Akash Verma

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

9

## Appointment Letter

**Dear Akhil,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49 Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training your salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Signature of the Candidate**

12



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze ITech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Anash Khan,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Anvesh Mathur".



**Anvesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "R.D. Engineering College".

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram - 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze ITech Park,

Sector-49, Gurugram- 122018

T: +91 1244712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

### 12. Internship allowance: Rs 20,000 per month

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Name: Anash Khan

#### Corporate office:

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

#### Regional offices:

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



13

Ankit  
1902310100013  
CSE  
4th yr  
Sec - A

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229793606/Delhi**  
**Date: 28/12/2022**

Mr. Ankit Vishnu Narayan  
A 27 Gurdayal Vihar Chanchal Park Part 2,  
Samadhi Chowk,  
West Delhi-110041,  
Delhi.  
Tel# 91-9971652542

Dear Ankit Vishnu Narayan,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be ₹**3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential  
TCSL/DT20229793606



**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

14



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Ankit Sharma,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duha, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Ankit Sharma

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad

15

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Ankur Sharma,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Ankur Sharma*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: ***Associate Software Engineer***

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

16

Ref: TL/TK11552/004/841/07042023

Date: 07<sup>th</sup> April 2023

To,

**Anmol Tyagi****Correspondence Address:** 457, Sara, Ghaziabad, Uttar Pradesh 201201**Permanent Residence:** 457, Sara, Ghaziabad, Uttar Pradesh 201201**Mob/Phone:** 8287544784**E-mail:** anmoltyagi849@gmail.com**Sub: Internship cum Offer Letter**

We are glad to offer you an Internship with Teck valley as a **Trainee-Software Developer** under the following terms and conditions:

1. Your all-inclusive, Stipend shall be **INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
2. You will be on probation/training for a period of 6-9 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month 's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.
8. Absence for a continuous period of five days without prior approval of your Immediate Manager, (including overstay of leave) or during crucial project execution days, as may

Accept and Agree to  
join the company  
dated on 07<sup>th</sup>



Name - Anmol Tyagi  
Roll.no - 1902310100016  
Branch - ~~Dif&E~~ (RD)  
R.D. Engineering College  
Duhai, Ghaziabad  
Batch - 2023

be intimidated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice period or Notice Pay for termination of employment in this situation.

9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be **10<sup>th</sup> April 2023** or as per Company's discretion.

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.



We welcome you and wish you every success in your career with Teck Valley.

With warm regards,

For TeckValley India Pvt Ltd.

**Sheeza Ather**  
**Manager-HR Recruitment**

Apr 07 2023 21:27 IST

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Apr 07 2023 22:32 IST

Sign your name with date: \_\_\_\_\_

Name: Anmol Tyagi

Place: Vill - Sara, Modinagar



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE

**COMPENSATION SHEET**  
**[Monthly in-hand post completion of Training and Probation Period]**

**Schedule A**

S.No	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
<b>Statutory Deduction</b>			
B	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
<b>Statutory Contribution</b>			
D	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

Mr. Ansh Bhardwaj  
Ghaziabad

Dated: 25<sup>th</sup> August 2022

Dear Ansh,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 4.2 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 25000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

*usharma*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Niyati Sharma  
(Manager HR)

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	15500
HRA	7750
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	300
<b>Monthly Gross Salary</b>	<b>28200</b>
Annual Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>Annual CTC</b>	<b>420000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.



  
 Director  
 R.D. Engineering College  
 Duhal, Ghaziabad



# InnoBit Systems Pvt Ltd

**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company.

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





# InnoBit

Systems Pvt Ltd

**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records
- Dates of Birth - To enable us to procure Medical insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.

Signature

<Full Name>

Acceptance Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

6-Mar-2023

Dear Arnav Singh,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :




Director  
R.D. Engineering College  
Duhai, Ghaziabad

Date:

## Annexure A

Name: Arnav Singh

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.  
Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to:

Director  
R.D. Engineering College  
Duhai, Ghaziabad

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://lonecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

20



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze ITech Park,  
Sector-49, Gurugram- 122018  
T +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Arun Kumar Ram,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze ITech Park,  
Sector-49, Gurugram- 122018  
T +91 1244712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)





## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze IT Park,  
Sector 49, Gurugram - 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Internship allowance: **Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Arun Kumar Ram



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)



**MOBISOFT LABS**

APP. WEB. GAMES

(2)

## Appointment Letter

**Date: 03-02-2022**

**Dear Aryan Tyagi,**  
Congratulations!

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Ashutosh Tiwari,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Ashutosh Tiwari  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Duhal, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**14. Retirals**

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note** : All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika  
Manager  
Human Resource**



  
**Director  
R.D. Engineering College  
Duhai, Ghaziabad**



23



ACUTEC GLOBAL SERVICES LLP  
(Formerly Acumen Software Technologies)

Ayush Choudhary  
1909210100023

1<sup>st</sup> March, 2022

Ayush Choudhary  
Sultan Pur, Muradnagar  
Ghaziabad – 201206, Uttar Pradesh

Dear Ayush Choudhary,

We are pleased to offer you the full time position of Intern Technical Support Engineer at Acutec Global Services LLP with a start date of 1<sup>st</sup> March, 2022. You will be reporting directly to Top Management. We believe your skills and experience is an excellent match for our company.

Responsibilities & Duties:

- a. Responsibility of Application Support, Deployment, Implementation.
- b. To analyze, troubleshoot and diagnose application issues and provide onsite/offsite support to client
- c. Maintain and verify checklist of pre-requisites for installation, deployment & configuration.
- d. Ensure all Bank's setup along with SFMS is done in-house s and is readily available for development deployment & testing.
- e. Respond to customer enquiries and assist in troubleshooting and resolving challenges
- f. Complete detailed reports listing requests to technical assistance, steps taken to resolve them, and the specific dates/individuals involved.
- g. Assist management in creating training materials pertaining to Product & Message Flows.
- h. Provide RCA for each problem analysis & Resolution.
- i. Round the clock support for deployment, installation, and configuration.
- j. Assisting QA & Development team in performing -in-house testing & assisting client in End-to-End testing and getting UAT & Production Sign-offs.
- k. Raising & maintaining tickets in AMS for Issues/CRs.

Acutec Global Services LLP, Logix Technova B-120,1<sup>st</sup> floor, Sec-132 B, Noida-201304



  
Director  
R.D. Engineering College  
Dunal, Ghaziabad

24

Date:-19/12/2022

To,  
Ms. Damini  
D/o- Mr. Sanjay Kumar  
Address- Flat no. A-714, SG Impression -58,  
Raj Nagar Extension, Ghaziabad

We are pleased to inform you that you have successfully cleared your Interview with "Gventure Technology Pvt. Ltd.". You are selected for the position of "Software Developer Trainee".

Your reporting Date & Time 23rd Jan, 2023 , 10:00 AM in "Pegasus Tower, Office Number-801 , Block A -10 Sector 68, Noida-201307". As a Software Developer Trainee. We hope that you will keep accomplish such valuable contributions which will be helpful for growth of the organization.

You will be placed on training for a period of Three (3) months and your services may be retained on completion of this period. During training time your stipend will be Rs. 12000/- (Rupees Twelve Thousand) Per months Afterwards effectively finishing your training period all the candidates will have the right for a cash bonus of Rs. 10000/- (INR Ten Thousand). You will absorbed as Software developer Executive and your CTC INR 2,04,300/- (CTC INR Two Lakh Four Thousand Three Hundred) Per Annum.

You are requested to abide by the rules and regulations of the company. From during the probation period, your service may be terminated without any notice.

Your appointment to employment will be based on your performance during the internship and training period, inter alia. The following are the key indicators to measure the performance:

1. Attendance
2. Behavior
3. Attitude
4. Job Knowledge
5. Active Contributor in the Project
6. Work Performance
7. Learning Ability
8. Communication

You are requested to bring the following documents along with you at the day of joining:

- Copy of all the Qualification Certificates
- One Photo ID proof and Address Proof along with PAN card copy.
- Two(2) passport size photographs.
- Copy of Adhere Card/ Enrolment No.
- Two Family contact number and Delhi NCR References Contact number with Name .

Thanks And Regards

Gventure Technology Pvt. Ltd.

Mr. Vikas Kumar  
(CEO/ Director)



I am agreed the term & condition & ready to join on 23/01/2023

Roll no: 190231010024

Name: Damini

Branch: CSE

Mob no: 6005231314

Date: 22/12/22

  
Director  
D. Engineering College  
SG Impression, Ghaziabad

**G venture Technology Private Limited.**

CIN: U72300UP2012PTC054389, PAN: AAFCG0603D, GSTN: 09AAF CG0603DIZ6

Office Address: Pegasus Tower, A-10, 8th Floor, 801, Sector 68, Noida, Uttar Pradesh-201307, India

Reg. Address: 92 B, E-4, Udyog Vihar, Sector 82, Noida, Uttar Pradesh-201301, India

Phone: +91 9255777477, +91 9911537377

25

2<sup>nd</sup> Feb 2023Letter of Offer**Dear Danish Ahmad Para,**

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

**Best Regards,**

**Deepika**  
**Manager**  
**Human Resource**



  
**Director**  
**R.D. Engineering College**  
**Duhai, Ghaziabad**

**ANNEXURE - I**

**Name of the Employee :** Danish Ahmad Para  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaime*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



**Deepika**  
 Manager  
 Human Resource



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\***: (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.

  
  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



Director  
R.D. Engineering College  
Duhai, Ghaziabad



#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

26

Cognizant

6-Mar-2023

Dear Deepak Kumar Mishra,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual Incentive Indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual Incentive Indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Deepak Kumar Mishra

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



27

## Offer Letter- Management Trainee

2 messages

**Simran Kaur** <simran@tactionsoftware.com>  
To: deepparashar2001@gmail.com

Mon, 4 Apr, 2022 at 12:29 pm

Dear Deepanshi,

This is with reference to your application and subsequent interview at Taction Software Pvt Ltd, we are pleased to inform you that you have been selected for the role "Management Trainee".

Date of Joining: Wednesday, 6th April' 2022

Reporting Time : 10:30am

Stipend: INR 10,000/- per month (for 6 months, during internship period)

Designation on Confirmation: Software Engineer

CTC on Confirmation: INR 2,10,000/- per annum (including PF)

Please carry a copy of the following documents at the time of joining:

- Education Qualification
- Offer & Relieving Letter of Last Company
- Last 3 Months Salary Slips
- Pan Card & Address Proof
- Passport
- Photographs - 2 Nos

Request you to acknowledge the mail as confirmation of offer acceptance.

Regards,



**Simran Kaur**

Sr. Manager-HCM

Phone: 9911004943

Website: [tactionsoftware.com](http://tactionsoftware.com)

Email: [simran@tactionsoftware.com](mailto:simran@tactionsoftware.com)



**Deepanshi Sharma** <deepparashar2001@gmail.com>  
To: Simran Kaur <simran@tactionsoftware.com>

Mon, 4 Apr, 2022 at 1:44 pm

I have accepted your offer.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Thanks & Regards  
Deepanshi sharma

[Quoted text hidden]



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

To,  
Mr. Deepanshu Gaur  
S/o- Mr. Pawan Kumar  
Address- Vill Puthri, Jani, Meerut-250501.

We are pleased to inform you that you have successfully cleared your Interview with "Gventure Technology Pvt. Ltd." You are selected for the position of "Software Developer Trainee".

Your reporting Date & Time 23rd Jan, 2023, 10:00 AM in "Pegasus Tower, Office Number-801, Block A -1 Sector 68, Noida-201307". As a Software Developer Trainee. We hope that you will keep accomplish such valuable contributions which will be helpful for growth of the organization.

You will be placed on training for a period of Three (3) months and your services may be retained on completion of this period. During training time your stipend will be Rs. 12000/- (Rupees Twelve Thousand) Per month. Afterward effectively finishing your training period all the candidates will have the right for a cash bonus of Rs. 10000/- (INR Ten Thousand). You will be absorbed as Software Developer Executive and your CTC INR 2,04,300/- (CTC INR Two Lakh Four Thousand Three Hundred) Per Annum.

You are requested to abide by the rules and regulations of the company. From during the probation period, your service may be terminated without any notice.

Your appointment to employment will be based on your performance during the internship and training period, inter alia. The following are the key indicators to measure the performance:

1. Attendance
2. Behavior
3. Attitude
4. Job Knowledge
5. Active Contributor in the Project
6. Work Performance
7. Learning Ability
8. Communication

You are requested to bring the following documents along with you at the day of joining:

- Copy of all the Qualification Certificates
- One Photo ID proof and Address Proof along with PAN card copy.
- Two(2) passport size photographs.
- Copy of Adhere Card/ Enrolment No.
- Two Family contact number and Delhi NCR References Contact number with Name.

Thanks and Regards

Mr. Vikas Kumar  
(CEO)



Director  
R.D. Engineering College  
Duhai, Ghaziabad

I am agreed the term & Condition and reading all guidelines. & Ready to join on

23/01/2023

Roll no - 1902310100028

Name - Deepanshu Gaur

Branch - C.S.E

Mob - 9306786339

Date:- 22/12/22

Sign - Gaur

**G venture Technology Private Limited.**

CIN: U72300UP2012PTC054389, PAN: AAFCG0603D, GSTN: 09AAF CG0603DIZ6

Office Address: Pegasus Tower, A-10, 8th Floor, 801, Sector 68, Noida, Uttar Pradesh-201307, India

Reg. Address: 92 B, E-4, Udyog Vihar, Sector 82, Noida, Uttar Pradesh-201301, India

Phone: +91-9355777477 +91-9911537377



29

Garima

1902310105029

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

Ref: TL/TK10949/006/341/07072022

TVHR/Rec/TL/001/09062022

To,

Date: 07<sup>th</sup> July 2022

Garima,

Correspondence Address: House No 251, Gali No. 03 Shivpuri, Shiv Mandir, Modinagar, Ghaziabad, Uttar Pradesh-201204

Permanent Address: House No 251, Gali No. 03 Shivpuri, Shiv Mandir, Modinagar, Ghaziabad, Uttar Pradesh-201204

Mob/Phone: 9084025152

E-Mail: garimatyagi863@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, Stipend shall be INR 15,000 per month during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be INR 3.30 lacs per annum (See Schedule A in Annexure).
2. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in



Head Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

R.D. Engineering College  
Duhai, Ghaziabad



the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in



Head Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
 TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
 CIN U74999UP2020FTC130932 | GSTIN 09AAHCT9495Q1Z0

Director  
 R.D. Engineering College  
 Ghaziabad



## TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be 18th July 2022 or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.



Rajesh Kumar  
General Manager – HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Garima  
Jul 11 2022

Name: Garima

Place: Modinagar

 (+91) 0120-4631841/42

 [hr@teckvalley.com](mailto:hr@teckvalley.com)

 [www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN: U74999UP2020FTC130932 | GSTIN: 09AAHCT9495Q1Z0

Director  
R.D. Engineering College  
Duhai, Ghaziabad



# InnoBit

Systems Pvt Ltd

Name = Harsh Sharma

Roll No. = 1902310100031

31

Mr. Harsh Sharma  
Ghaziabad

Dated: 25<sup>th</sup> August 2022

Dear Harsh,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 4.2 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 25000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-Interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

hsharma

Niyati Sharma  
(Manager HR)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	15500
HRA	7750
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	300
<b>Monthly Gross Salary</b>	<b>28200</b>
Annual Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>Annual CTC</b>	<b>420000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

# InnoBit

Systems Pvt Ltd

**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

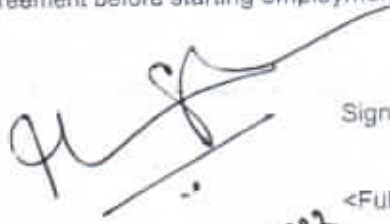
# InnoBit

Systems Pvt Ltd

**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical Insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.



Signature

<Full Name>

26 - August - 2022

Acceptance Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

E-2

1902310/00032

28 June 2022

Harshita Rohilla  
Street No.1 , Satyanagar,  
Kasba Road, Modinagar,  
Ghaziabad, U.P. , 201204

Dear Harshita,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

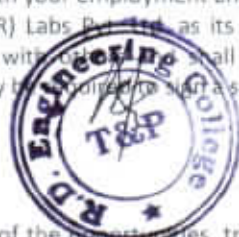
- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others. You shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential Information as secret and not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Harshita



**MOBISOFT LABS**

APP. WEB. GAMES



Hemant Gupta  
(1902310100033)

## Appointment Letter

**Dear Hemant Gupta,**  
8755803814  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

MOBISOFT LABS, Unit-1119, B4, Spaze Itech Park, Sohna Road, Gurugram 122018  
TELEPHONE: +91 124 4220210, EMAIL: ADMIN@MOBISOFTLABS.COM, INTERNET: HTTP://WWW.MOBISOFTLABS.COM





Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

34



Grant Thornton

1902310100034

Ishika

#GTBharat  
SHAPING A VIBRANT INDIA

**PRIVATE & STRICTLY CONFIDENTIAL**

Ms. Ishika Kansal

Subject: Internship with Grant Thornton Bharat LLP

Dear Ishika Kansal,

Grant Thornton Bharat LLP  
(formerly Grant Thornton India  
LLP)

5th Floor, 65/2, Block A,  
Bagmane Tridib, Bagmane  
Tech Park, CV Raman Nagar,  
Bengaluru - 560093  
Karnataka, India

T +91 804 243 0700  
F +91 804 126 1228

Reference our discussions with you, this is to confirm our willingness to provide professional training to you in our Firm for a maximum period of two months starting 27<sup>th</sup> June 2022 and ending 19 June 2023.

This training is being provided with sole purpose of completing the requirement under the B.tech being pursued at R.D Engineering College as per assignment of your college vide letter dated 21<sup>st</sup> June 2022. In no circumstance would this training constitute an employee-employer relationship.

You will be entitled to a stipend of INR 20000 per month for the duration of your training, which will be disbursed in lumpsum on a monthly basis against submission of invoice. You will not be entitled for any expense reimbursement or any other claims. Payment of stipend will be subject to deduction of applicable Income-tax or any other applicable taxes.

On the date of completion of training or on monthly basis you will send scan copy of your invoice to AP@UNRAVEL41 followed by hard copy to be couriered to our office address L-41 Connaught Circus New Delhi 110001 with Attention to accounts payables team.

You will undergo your professional training at our Gurgaon office with our dGTL team under the guidance of Mr. Pranav Kaushik.

**GRANT THORNTON BHARAT LLP**



Grant Thornton International Ltd.

Grant Thornton Bharat LLP is registered with limited liability with identity number AAA-7677 and has its registered office at L-41 Connaught Circus, Outer Circle, New Delhi - 110001. Offices in Ahmedabad, Bengaluru, Chandigarh, Chennai, Coimbatore, Gurgaon, Hyderabad, Kolkata, Kochi, Mumbai, New Delhi, Noida and Pune

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

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**RMSI**



Name - Ishita Singhal  
Roll no - 1902310100035

(35)

21<sup>st</sup> October, 2022

Ms. Ishita Singhal

Gurudwara Road Adarsh Nagar  
Street no. 2 Modinagar, Ghaziabad,  
Uttar Pradesh, 201204

Dear Ms. Singhal,

I am pleased to extend to you an offer of employment to join RMSI Private Limited (RMSI) as **Trainee** in **Strategic Initiatives** Business Unit at our **Noida** office.

Your employment shall commence with effect from "**1<sup>st</sup> November 2022**". In the event you fail to join on or before this date this offer shall stand terminated unless extended at the sole discretion of the company. You must treat the details of this offer with utmost confidentiality.

Enclosed **Annexures** are your terms and conditions of services which forms an integral part of this offer letter. You are requested to sign and return a copy to confirm your acceptance. The terms & conditions of your appointment will be as governed by RMSI. The detailed appointment letter will be given to you on your joining after successful completion of joining formalities at RMSI.

This offer will remain open through the above date. Please acknowledge your acceptance of this offer by signing and returning the duplicate copy by "**Friday, 28<sup>th</sup> October 2022**".

We are very excited about having you join RMSI. We believe that you will be an important member of the RMSI team and look forward to working with you.

Sincerely,

**Gagan Jyot**  
**Senior Vice President, Human Resources**  
**RMSI Private Limited**

\*This is an electronically generated offer letter. Does not require signature.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**Annexure A (Salary Components)**

Name : Ms. Ishita Singhal  
Designation : Trainee  
Location : Noida  
Business Unit : Strategic Initiatives  
Date of Joining : 1<sup>st</sup> November 2022  
Training Period : 12 months

Components	Amount in INR
Basic Pay	12,500/-
House Rent Allowance	9,003/-
Statutory Bonus	1,400/-
<b>Total Fixed Cash</b>	<b>22,903/-</b>
Provident Fund**	1,500/-
Medicclaim	597/-
<b>Monthly Compensation</b>	<b>25,000/-</b>
Gratuity	7,212/-
Performance Bonus*	24,990/-
<b>Annual Compensation</b>	<b>3,32,202/-</b>

\*Performance Bonus is upto 12.50% of the annual gross salary. It is paid annually based on overall performance and achievement of goals. The above amount is based on 100% achievement of goals. Actual achievement may vary based on performance  
\*\*Employer's Contribution  
Statutory bonus is applicable as per  
Bonus Act 1965 Gratuity is applicable as  
per Gratuity Act 1972

- **Group Personal Accidental Insurance policy** provides accidental insurance coverage upto **Rs. 9,00,000/-** as per company norms.
- **Group Medical Insurance and Health Care management** provides mediclaim coverage limit of **Rs. 2,00,000/-** per annum for self and family.

Please note that any information related to your compensation is strictly confidential and hence we request you to treat the same accordingly.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Annexure B

### Terms of Employment

#### 1. **Mobility:**

RMSI reserves the right to transfer/utilize your services at any of its offices within India or outside as per company policy.

#### 2. **Background Check:**

As a part of the joining formalities, the Company may, at its discretion, conduct background check to validate the identity, address, criminal records, education and previous employment details furnished by you. Therefore, the documents as listed in Annexure 'A' have to be submitted on the first day of joining the Company. In the event that the background checks raise any concerns regarding your details, the Company reserves the right to ask for further evidence to substantiate the details provided to the company. If you are not able to substantiate these details to the Company, the Company reserves the right to terminate the offer of employment with appropriate action on the basis of information received or discovered is wrong and/or false. The company shall be within this absolute right to dismiss forthwith such Employee without any notice period or salary in lieu of notice period.

#### 3. **RMSI Code of Conduct:**

You are required to sign the RMSI Code of Conduct and adhere to the same in your day to day conduct as an employee of RMSI.

We at RMSI are committed to ensure "Integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of the terms of employment at RMSI. Consequently, you are required to understand the scope and intent of the policies and comply with them. These Policies are updated/ modified on a periodic basis and new Policies may be introduced from time to time. As and when this happens, the Company will notify you and you will be required to comply with the same.

#### 4. **Conflict of Interests:**

- You are required to engage yourself exclusively in the work assigned by RMSI and shall not take up any independent or individual assignments (whether the same is part-time or full-time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Reporting Manager.
- You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of RMSI.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



- The Conflict of Interests Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with RMSI (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - Any employee of RMSI to terminate their employment with RMSI or to accept employment with any competitor, supplier or any customer with whom you have a connection.
  - Any customer or service provider of RMSI to move his existing business with RMSI to a third party or to terminate his business relationship with RMSI.
  - Any existing employee to become associated with, or perform services of any type for any third party.
- In case of any conflict or doubt, please discuss the matter with your reporting manager, understand the position of RMSI and resolve the conflict.

#### 5. Confidentiality:

- You must not directly or indirectly, except in the proper course of your duties, either during or after the period of this employment, disclose to any third party or use for your own purposes or benefit or the purposes of any third party, any confidential information about the business of the Company and its dealings, customers, products, processes, trade secrets, transactions and affairs or that of any other member of the Group or of its customers or staff unless that information is public knowledge or you are required by law to disclose it.
- For the avoidance of doubt confidential information includes but is not restricted to details of know-how relating to the design or manufacturing processes of any product manufactured or marketed/services by the Company or any other member of the Group.
- You warrant and represent that any inventions, confidential information, discovery or copyright works conceived, originated, made or developed in the course of your employment will not, to the best of your knowledge and belief, infringe any intellectual property rights of a third party.

#### 6. Income Tax:

Income tax, if applicable, will be deducted from your monthly pay as per government regulations, at the rate applicable. You are required to submit a statement of all income earned by you during the period from April 2022 to date, as well as proof of tax savings for the year. Please note that the Company will not be liable for any misrepresentation in your declaration of your income during the period prior to your joining the Company. You will be held entirely responsible in case you have concealed any income for the period prior to joining this Company.

#### 7. Final Agreement:

On or before termination of this contract of employment by notice or otherwise the Company may require you to confirm that you have:

- Not breached the confidentiality/restriction provisions contained herein,
- Realized and accepted that such provisions continue beyond termination of this contract.
- Returned all Company property without keeping copies.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**8. Law:**

This Agreement is subject to the laws of India, jurisdiction of Delhi.

**9. General:**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation/ image and business of RMSI, whether directly or indirectly.
- We trust that you have not provided us with any false declaration or willfully suppressed any material information. Please note that you are required to inform us if there are any agreements, verbal or written, which you have entered into and which relate to your commitments under this Agreement.
- These employment terms supersede and replace any existing agreement or understanding, if any, between RMSI and you relating to the same subject matter.

**10. Notice Period:**

You will be required to serve your notice period incase you decide to resign from the services of the company. The notice period duration will be as specified in the company policies. RMSI reserves the right, if it is in the interest of the business and current assignment, to ask you to complete your notice period or decide whether your existing earned vacation in lieu of notice period may be adjusted against the entire or partial notice period.

**11. On Separation:**

On acceptance of separation notice, you will immediately give upto the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost of data, market data, Literature, drawings, effects or shall not make or retain any copies of these items.

We take pleasure in welcoming you to our Company, and hope you will find professional and personal satisfaction in your association with us. Please return a copy of this letter duly signed by you as a token of your acceptance of the above terms and conditions, to the HR Division.

Sincerely,

**Gagan Jyot**  
Senior Vice President, Human Resources  
RMSI Private Limited

\*This is an electronically generated offer letter. Does not require signature.

I accept the terms and condition of my employment, as detail in this letter and annexure.

Signed:  Date: 11/NOV/22



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Annexure C

### Benefits: (Retrials/Contributions)

#### 1. Provident Fund:

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

#### 2. Gratuity:

You will be eligible to gratuity as per the provisions of the Gratuity Act 1972.

#### 3. Bunch of Benefits:

The Company offers you the flexibility to design a part of your compensation within a defined framework once in a year.

The components included in Bunch of Benefits (wherever applicable) are as follows:

- House Rent Allowance
- Conveyance Allowance
- Medical Reimbursement
- Telephone Reimbursement
- Leave Travel Allowance
- Books & Periodicals
- Vehicle Running & Maintenance

The amount specified in your salary break-up for these benefits is as per the pre-defined structure. However you may divide the components as per your tax plan, as per the company policy.

Taxation will be as per the Income Tax rules and Company will be deducting tax at source as per income tax guidelines.

#### 4. Insurance:

##### Accidental Insurance

As an employee, you are eligible for Accidental Insurance coverage equivalent to 36 times of your monthly gross salary in the event of accidental death/permanent disablement.

##### Health Insurance & Family Health Plan (FHP)

You will be provided Mediclaim coverage of **Rs.2,00,000/-** for self and family.

RMSI facilitates an employee contributory scheme for Group Mediclaim. Being a part of RMSI's Group Mediclaim policy, an employee will have the privilege of following benefits:

- Substantially lower premium rates as a group.
- Higher coverage as a group, pre-existing diseases and maternity with no waiting period.
- Floating amount for the whole family to be covered.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





#GTBharat  
SHAPING A VIBRANT INDIA

PRIVATE & STRICTLY CONFIDENTIAL

Mr. Jatin Verma

Subject: Internship with Grant Thornton Bharat LLP

Dear Jatin Verma,

Grant Thornton Bharat LLP  
(formerly Grant Thornton India  
LLP)

5th Floor, 65/2, Block A,  
Bagmane Tridib, Bagmane  
Tech Park, CV Raman Nagar,  
Bengaluru - 560093  
Karnataka, India  
T +91 804 243 0700  
F +91 804 126 1228

Reference our discussions with you, this is to confirm our willingness to provide professional training to you in our Firm for a maximum period of two months starting 27<sup>th</sup> June 2022 and ending 19 June 2023.

This training is being provided with sole purpose of completing the requirement under the B.tech being pursued at R.D Engineering College as per assignment of your college vide letter dated 21st June 2022. In no circumstance would this training constitute an employee-employer relationship.

You will be entitled to a stipend of INR 20000 per month for the duration of your training, which will be disbursed in lumpsum on a monthly basis against submission of invoice. You will not be entitled for any expense reimbursement or any other claims. Payment of stipend will be subject to deduction of applicable Income-tax or any other applicable taxes.

On the date of completion of training or on monthly basis you will send scan copy of your invoice to AP@UNRAVEL41 followed by hard copy to be couriered to our office address L-41 Connaught Circus New Delhi 110001 with Attention to accounts payables team.

You will undergo your professional training at our Gurgaon office with our dGTL team under the guidance of Mr. Pranav Kaushik.

GRANT THORNTON BHARAT LLP

Member firm of Grant Thornton International Ltd.

Grant Thornton Bharat LLP is registered with limited liability with identity number AAA-7677 and has its registered office at L-41, Connaught Circus, Outer Circle, New Delhi 110001. Offices in Ahmedabad, Bengaluru, Chandigarh, Chennai, Dehradun, Gurgaon, Hyderabad, Kolkata, Kochi, Mumbai, New Delhi, Noida and Pune



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

Director  
R.D. Engineering College  
Delhi, Ghaziabad

37  
1923100037

Jitesh Kumar TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

TeckValley

Ref: TL/TK10949/019/354/08072022

TV/HR/Rec/TL/001/09062022

To,

Date: 08<sup>th</sup> July 2022

Jitesh Kumar,

Correspondence Address: 162, Maharana Vihar, Ghaziabad, Uttar Pradesh, 201009

Permanent Address: 162, Maharana Vihar, Ghaziabad, Uttar Pradesh, 201009

Mob/Phone: 9667368231

E-Mail: itsjitesh20nov@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

- Your all-inclusive, **Stipend shall be INR 15,000 per month during first Three months**. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
- You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.  
Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
- You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
- During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
- On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
- The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

(+91) 0120-4631841/42

@ hr@teckvalley.com

www.teckvalley.co.in



Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

Phone : U74999UP2020FTC130932 | GSTIN : 09AAHCT949501ZC

R.D. Engineering College  
Ghaziabad



TeckValley

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
  9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
  10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
  11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
- Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
    - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
    - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
    - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
    - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
    - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be **18<sup>th</sup> July'2022** or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)

(+91) 920-4631841/42

hr@teckvalley.com

www.teckvalley.co.in



Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
 TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
 CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT94950120

*[Signature]*  
 Director  
 R.D. Engineering College  
 Ghaziabad



TeckValley



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.

Rajesh Kumar  
General Manager – HR Generalist  
HR

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Jitesh Jul 11 2022

Name: JITESH KUMAR

Place: GHAZIABAD



+91 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P - 201301  
US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q120



ANNEXURE

COMPENSATION SHEET

[Monthly in-hand post completion of Training and Probation Period]

S. No.	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	OTHER ALLOWANCES	-	0
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
B	<b>Statutory Deduction</b>		
	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
D	<b>Statutory Contribution</b>		
	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>



39



• **TeckValley** •

**TeckValley India Pvt. Ltd**

(A wholly owned subsidiary, TeckValley LLC, USA)

Ref: TL/TK10949/007/342/07072022

TV/HR/Rec/TL/001/09062022

To,

Date: 07<sup>th</sup> July 2022

Kanchan Shahi,

**Correspondence Address:** Plot No K-112-B, K H No.169, Master colony, Pasonda, Ghaziabad, UP, 201005

**Permanent Address:** Plot No K-112-B, K H No.169, Master colony, Pasonda, Ghaziabad, UP, 201005

**Job/Phone:** 8287276737

**E-Mail:** shahikanchan49@gmail.com

**Sub: Internship cum Offer Letter**

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, **Stipend shall be INR 15,000 per month during first Three months.** After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure).**
2. You will be on probation/training for a period of **3-6 months based on your performance Evaluation.** The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.  
Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
3. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
4. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
5. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
6. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

 (+91) 0120-4631841/42

 hr@teckvalley.com

 www.teckvalley.co.in



Head Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. 201301  
 TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
 CIN U74999UP2020FTC130932 | GSTIN 09AAHCT9495Q1Z0

1902310100039



• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be 18<sup>th</sup> July 2022 or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)



(+91) 0120-4631841/42



[hr@teckvalley.com](mailto:hr@teckvalley.com)



[www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office: TeckValley LLC, 485C US Highway 1 South, Suite 150, Irving, NJ 08830

TIN: U74999UP2020FTC130932 | GSTIN: 09AAHCT9495Q1Z0





## TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt.Ltd.

Rajesh Kumar  
General Manager -HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Konchan Jul 11 2022

Name: Konchan Shahi

Place: biharziabad



(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN U74999UP2020FTC130932 | GSTIN 09AAHCT9495Q170

R.D. Engineering College  
Surat, Ghaziabad



42



1902310100042

#GTBharat  
SHAPING A VIBRANT INDIA

PRIVATE & STRICTLY CONFIDENTIAL

Ms. Ketki Kaushik

**Subject: Internship with Grant Thornton Bharat LLP**

Dear Ketki Kaushik,

**Grant Thornton Bharat LLP**  
(formerly Grant Thornton India  
LLP)

5th Floor, 65/2, Block A,  
Bagmane Tridib, Bagmane  
Tech Park, CV Raman Nagar,  
Bengaluru - 560093  
Karnataka, India  
T +91 804 243 0700  
F +91 804 126 1228

Reference our discussions with you, this is to confirm our willingness to provide professional training to you in our Firm for a maximum period of two months starting 27<sup>th</sup> June 2022 and ending 19 June 2023.

This training is being provided with sole purpose of completing the requirement under the B.tech being pursued at R.D Engineering College as per assignment of your college vide letter dated 21st June 2022. In no circumstance would this training constitute an employee-employer relationship.

You will be entitled to a stipend of INR 20000 per month for the duration of your training, which will be disbursed in lumpsum on a monthly basis against submission of invoice. You will not be entitled for any expense reimbursement or any other claims. Payment of stipend will be subject to deduction of applicable Income-tax or any other applicable taxes.

On the date of completion of training or on monthly basis you will send scan copy of your invoice to AP@UNRAVEL41 followed by hard copy to be couriered to our office address L-41 Connaught Circus New Delhi 110001 with Attention to accounts payables team.

You will undergo your professional training at our Gurgaon office with our dGTL team under the guidance of Mr. Pranav Kaushik.

**GRANT THORNTON BHARAT LLP**

Member firm of Grant Thornton International Ltd

Grant Thornton Bharat LLP is registered with limited liability with identity number AAA-7677 and has its registered office at L-41, Connaught Circus, Outer Circle, New Delhi - 110001. Offices in Ahmedabad, Bengaluru, Chandigarh, Chennai, Dehradun, Gurugram, Hyderabad, Kolkata, Kochi, Mumbai, New Delhi, Noida and Pune

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Bhumika

44

19231 0108044

Ms. Bhumika  
Ghaziabad

Dated: 25<sup>th</sup> August 2022

Dear Bhumika,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 4.2 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 25000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

4.2 Lacs

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

*nsharma*

Niyati Sharma  
(Manager HR)



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	15500
HRA	7750
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	300
<b>Monthly Gross Salary</b>	<b>28200</b>
Annual Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>Annual CTC</b>	<b>420000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad



**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company.

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical Insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.

Signature

Bhumi

<Full Name>

Acceptance Date

01/09/22



[Signature]

Director  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Neha kumari  
H.No.272, Shahpur  
Near Merta, Ghaziabad,  
201206

Dear Neha,

APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except

  
Director  
B.D. Engineering College  
Bunaul, Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*Neha Kumari*  
Director  
R.D. Engineering College  
Duhok, Chhazabad

ACCEPTED BY

Annexure A

Employee Name: Neha kumari  
Designation: Trainee  
Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

*Neha Kumari*





TeckValley

Ref: TL/TK10949/017/352/08072022

VIRTUAL EMPLOYEE  
Future of work

47

47  
1902310100047

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

TV/HR/Rec/TL/001/09062022

To,

Date: 08<sup>th</sup> July 2022

Km Neha,

Correspondence Address: Mohalla Begmabad Budana, Modinagar, Ghaziabad, Uttar Pradesh-201204

Permanent Address: Mohalla Begmabad Budana, Modinagar, Ghaziabad, Uttar Pradesh-201204

Phone: 6396625548

E-Mail: [nehasingh42872@gmail.com](mailto:nehasingh42872@gmail.com)

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

- Your all-inclusive, Stipend shall be **INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
- You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
- You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
- During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
- On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
- The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in



Regd. Office: J-38, Sector 63, Noida, Gautam Buddha Nagar U.P. - 201301  
TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN: U74999UP2020FTC130932 | GSTIN: 09AAHCT9495Q1Z0

Director  
R.P. Engineering College  
Ghaziabad



• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
  9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
  10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
  11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
- Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
    - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
    - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
    - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
    - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
    - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be 18<sup>th</sup> July 2022 or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)

(+91) 0120-4631841/42

[hr@teckvalley.com](mailto:hr@teckvalley.com)

[www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar, Engineering College

US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN U74999UP2020FTC130932 | GSTIN 09AAHCT9495Q1Z0





• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.

Rajesh Kumar  
General Manager –HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Neha Jul 11 2022

Name: Km. Neha

Place: Modinagar



Director  
R.D. Engineering College  
Duhai, Ghaziabad

[+91] 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q1Z0

# InnoBit Systems Pvt Ltd

Ms. Kritika Singh  
Ghaziabad

Dated 25<sup>th</sup> August 2022

Dear Kritika,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B.Tech Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 3.6 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 22000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

*usharma*



Niyati Sharma

(Manager HR)

(49)

1902310100049

# InnoBit Systems Pvt Ltd

PS: Please bring the following along with you on the day of your joining:

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.

Signature



<Full Name>

Kartika Singh

Acceptance Date

27 Aug, 2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	15500
HRA	7750
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	300
<b>Monthly Gross Salary</b>	<b>28200</b>
Annual Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>Annual CTC</b>	<b>420000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad



# InnoBit Systems Pvt Ltd

**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company.

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# InnoBit

Systems Pvt Ltd

**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.

Signature

<Full Name>

Acceptance Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Manish Kumar

1902310100052

S.1

9:28 2.00 Vo LTE

80



Priya Jha

Last seen 10:00 PM

your name 4:40 PM

yesterday

your employee code is? 10:00 PM

T-1139 5:59 PM

COME 10:00 PM

Hello Manish.

This is to inform you that due to unavailability of HR Manager. I am unable to send you the Offer Letter today. You can collect your Letter on Monday.

Thanks

Priya

Senior Human Resources

10:02 PM



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Chats



Feed



Tasks



More



**SparxIT**

**Manish Kumar**

**Front-end**



**EMPLOYEE CODE: T-1139**

**manish.kk@sparxitsolutions.com**

*Manish*

**EMPLOYEE SIGN**



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghazipur

52



1902310/00053

## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India, Pin-201305  
TEL: +91 (120) 2428300, Fax: +91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

**Mansi Tyagi**  
Mohammadpur kadim , Sikri kalan  
Modinagar-201204

### Offer Letter

Dear Mansi,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax: +91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

**Director, HR & Firm Compliance**

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Mansi Tyagi

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad

53

1902310100054

megha



To

Megha  
Tanki road, Muradnagar, Ghaziabad,  
Uttar Pradesh-201206

September 23, 2022

**Sub: Offer letter for the position of Market Research Analyst (Intern)**

Dear Megha,

We are pleased to make an offer of a six months internship to you for the position of Market Research Analyst Intern in **Datability Technologies Private Limited (Company)** with effect from **27th September 2022**.

Your monthly stipend has been determined at **INR 12,500/- (Rupees Twelve Thousand Five Hundred Only)**.

The normal place of work will be iZooto's office in **Noida, Uttar Pradesh**.

We look forward to you joining **Datability Technologies Private Limited** and contributing towards its exceptional growth path.

Yours sincerely,

For **Datability Technologies Private Limited**

-----  
**Neel Kothari**  
CEO

-----  
**Agreed & Accepted**  
Megha



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

(54) Duplicate

**iZooto**

To

Megha  
Tanki road, Muradnagar, Ghaziabad,  
Uttar Pradesh-201206

September 23, 2022

**Sub: Offer letter for the position of Market Research Analyst (Intern)**

Dear Megha,

We are pleased to make an offer of a six months internship to you for the position of Market Research Analyst Intern in **Datability Technologies Private Limited (Company)** with effect from **27th September 2022**.

Your monthly stipend has been determined at **INR 12,500/- (Rupees Twelve Thousand Five Hundred Only)**.

The normal place of work will be iZooto's office in Noida, Uttar Pradesh.

We look forward to you joining **Datability Technologies Private Limited** and contributing towards its exceptional growth path.

Yours sincerely,

**For Datability Technologies Private Limited**

\_\_\_\_\_  
Neel Kothari  
CEO

\_\_\_\_\_  
Agreed & Accepted  
Megha



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Name - Megha  
Roll No - 1902310100054  
Branch - CSE (Final Year)

## OFFER LETTER

To

Mohit Kaushik.

Vill-Rasoolpur Shankal Puthi, post -Aminagar Sarai ,Distt- Baghpat,250606

Dear Mohit,

Congratulations, you have been selected, based on your interview interactions, to our internship/training program. It is my pleasure to formally confirm our offer to you to join **Varaisys Private Limited** (hereinafter, "the Company") as a **Trainee Software Engineer**, based in our Noida office. You will continue on an internship/training with us until successful completion of your BTech course on the terms and conditions elaborated in this Offer Letter. You will have an opportunity to join as an employee post successful completion of your training period. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining **Varaisys Pvt. Ltd.**

### TERMS & CONDITIONS:

This document outlines the compensation components and the non-financial features of our offer to you.

1. Your appointment is with effect from **01<sup>st</sup> July 2022**.
2. You will be on the period of Internship till the end of your academic course and is subjected to successful completion of the course.
3. A sum of Rs 15,000/- (Rupees Fifteen Thousand only) per month will be paid to you as stipend. You will not be entitled to any other benefits, apart from the above.
4. Your primary Job location will be at Noida, UP. However, during this tenure, you can be transferred to any other department/division of the company, anywhere in India, at management discretion
5. The Company reserves the right to prematurely end the training period on grounds of misconduct or performance issues and / or violation of any rules and regulations or standing orders of the Company. The Trainee may request cessation of training program by giving thirty calendar days' notice and upon payment of stipend received till date from the company.
6. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period may be terminated prematurely or extended by a maximum of six months with an interim review after three months. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre. Varaisys may make an offer to you on completion of your academic course. The offer will be @4LPA or more. The offer may be declined by paying the summation of total stipend paid during the training period.
7. Varaisys has expended extensive effort and resources in training you in advanced technologies during your internship. You learnt proprietary systems development approaches and techniques that are unique to Varaisys. In acceptance of the offer, employee needs to continue to work for the company for a period of minimum one year. Post 1-year period, employee may leave the organization at free will by



resigning in writing and serving the notice period as per the employment contract. If the Employee chooses to exit the company before expiry of aforementioned period, it may be done by giving a written resignation & serving the notice period and compensating the company by paying the total sum of stipend paid to him by the company during his training.

8. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline / trust, your services may be terminated by the company with immediate effect. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.
9. You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.  
All employees at Varaisys are required to sign an NDA, same will be expected from you. If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.
10. This letter is intended to be the final, complete, and exclusive statement of the terms of the offer for training engagement with you. We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **26<sup>th</sup> May 2022**. Our offer will be valid through this date. To accept the offer and the terms of this letter, please sign below in the space provided and email a scanned copy of the entire signed offer letter to [hr@varaisys.com](mailto:hr@varaisys.com) (Please make sure to include all pages).

In closing, please again accept our congratulations on this important decision in your career. We hope that you will take full advantage of the opportunities you will be given at Varaisys Pvt. Ltd. to realize your full potential. We all look forward to having you join Varaisys team of outstanding professionals.

Sincerely,

Accepted and Agreed To:

*Naboneeta*

Naboneeta Das  
+91-8318032714  
for Human Resource Department  
Dated:  
25/05/2022



Signature  
Name & Date

*M. Kausik*

Director  
R.D. Engineering College  
Duhai, Ghaziabad





Neeraj (C.S) <sup>57</sup>  
1902310100058

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20222862912/Delhi**  
**Date: 28/12/2022**

Mr. Neeraj Kashyap  
Bishokhar,  
Modinagar,  
Ghaziabad-201204,  
Uttar Pradesh.  
Tel# 91-9897765165

Dear Neeraj Kashyap,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential  
TCSL/DT20222862912



**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

5th Floor, PTI Building, 1, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nival Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Service line: 1800 209 5111 Email: careers@tcs.com

Director  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Neeshu Kumar  
Village - PO Ramala  
District Baghpat, U.P.  
250673

Dear Neeshu,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in Greater Noida. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under medical insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company.

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one

XOR Labs LLC (Private)



Version -1.0

Neeshu Kumar

Director  
R.D. Engineering College  
Duhai, Ghaziabad

1902310100059

year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation)

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd. shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months.
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or **payment in-lieu of**. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor

Director - Corporate Culture



*Neshee Kumar*  
ACCEPTED BY

Ownership Communication Problem solving

XorLabs, LLC (XorLabs™) - Confidential & Proprietary

*Neshee Kumar*

*Neshee Kumar*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Annexure A

Employee Name: Neeshu Kumar  
Designation: Trainee  
Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Neeshu Kumar



59



VIRTUAL EMPLOYEE  
Future of work

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

Ref: TL/TK10949/020/357/09072022

TV/HR/Rec/TL/001/09062022

To,

Date: 09<sup>th</sup> July 2022

Nidhi Sharma,

Correspondence Address: Gali No.9 Brahmpuri, Modinagar, Ghaziabad ,pin code -21204

Permanent Address: House No-229, Maua Khara, Bulandshahr, Uttar Pradesh-202398

Mob/Phone: 7505434369

-Mail: nidhisharma5496@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, **Stipend shall be INR 15,000 per month during first Three months.** After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure).**
4. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.  
You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month 's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.



(+91) 91



hr@teckvalley.com



www.teckvalley.co.in

88, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

U49999UP2020FTC130932 | GSTIN 09AAHCT94950120

Director  
R.D. Engineering College  
Duhai, Ghaziabad

1902310100060



VIRTUAL EMPLOYEE  
Future of work

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

Please note that this offer letter is deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be 18<sup>th</sup> July 2022 or as per Company's discretion. A copy of this offer letter, duly signed by you, should be reached us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)



(+91) 0120-4631841/42



[hr@teckvalley.com](mailto:hr@teckvalley.com)



[www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ, 08830

CIN: U74999UP2020FTC130932 | GSTIN: 09AAHCT94950120

R.G. Engineering College  
Durai, Ghaziabad



• TeckValley •



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.

Rajesh Kumar  
General Manager –HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Nidhi

Name: Nidhi Sharma Jul 11 2022

Place: Modinagar



Director  
R.D. Engineering College  
Duhai, Ghaziabad

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
US Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
G.M. 1174000182030ETC12022 L121211 00481020102711  
  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

(60)

*S. S. K...*

1902310100061

IASS

### SERVICES AGREEMENT BETWEEN EMPLOYER AND TRAINEE

This Agreement is made and executed, on this the 19/09/2022, at Hyderabad by and between:

**Identity And Access Solutions Pvt Ltd** hereinafter called the "EMPLOYER" which term shall mean and include all their legal representatives, successor, assigns, executors, administrators, etc. of the First Part. And **Nipun Saini** hereinafter called the "TRAINEE", of the Second Part

For the purpose of this Agreement, the Employer and the Trainee shall, unless repugnant to the context herein, be collectively referred to as "Parties" and individually as a "Party"

The EMPLOYER is in providing and executing software projects apart from providing Information Technology Solutions and Outsourcing Services to various enterprises, both in India and abroad.

1. This Agreement shall entitle the EMPLOYER to obtain an order from the competent court restraining the TRAINEE from accepting any employment with a Third Party. However, the EMPLOYER reserves the right to terminate the services of the TRAINEE at any time for unsatisfactory performance of work of the latter
2. Your Training will start from 20<sup>th</sup> July 2022, the TRAINEE will be eligible for a paid Stipend of Rs. 5000/- (INR Five Thousand only) effective from 1<sup>st</sup> September 2022. Post 6 months of training based on [performances and evaluation] stipend will be increased to Rs.7000/- (INR Seven Thousand only) for those who qualify. Upon successful completion of Graduation, the EMPLOYER shall observe the TRAINEE as an employee and shall be paid a minimum salary of Rs.3LPA (INR Three lakhs only per annum) (based on the academic performances, evaluation during the training period, on successful completion of mock projects, Behavioral and overall Performances) and also the TRAINEE will be eligible for individual health insurance worth 50,000 (INR Fifty Thousand Only) to begin with.
3. The TRAINEE has by way of guarantee for the due performance of the covenants herein contained, provided to the EMPLOYER with the particulars of his/her close relative, who has consented by signing herein below to stand as Surety on his/her behalf to ensure due compliance of the covenants. In the event of failure/ negligence of the TRAINEE in fulfilling any of the terms of this undertaking by discontinuing or staying away from duty without completing the tenure mentioned herein/above or resigning/regular or informal absences to work/not performing as expected in delivering his/her responsibilities during the said period or any other form of breach of the same and [he/she shall be liable to pay to the EMPLOYER a sum of Rs. 150,000/- (Rupees One Lakh Fifty thousand Only) or an amounts that have been incurred by company in recruiting and training, whichever is higher GST as applicable (Currently it is @18%) as compensation in lieu of the Stipend/ Remuneration/ Salary received by her/him, inclusive of expenses incurred on her/his training, besides being liable for damages an equal amount for inconvenience and dislocation caused to the EMPLOYER and the Party of the Third Part shall be liable jointly and severally with the TRAINEE to pay the aforementioned amount to the EMPLOYER.
4. In that regard, the TRAINEE and one of his/her Surety, jointly executed an Indemnity Bond in favor of the EMPLOYER, on this day.



*S. S. K...*  
Director  
R.D. Engineering College  
Dufai, Ghaziabad



5 That the EMPLOYER may at any time during the tenure of this Agreement, shall have a right to transfer the TRAINEE under the same terms and conditions of appointment, to any successor/s in interest by virtue of any business transfer or service agreement with any other Party, seeking for an amalgamation or arrangement or a merger or re-organization or re-adjustment of the business with companies under the same group or otherwise, under any law for the time being in force. And on any such transfer the terms and conditions of these presents, shall inure to the benefit of, and be binding on, the successors and assigns of both the parties.

**6. Non-Disclosure, Non-Compete and Non-Solicitation**

a) **Non-Disclosure:** TRAINEE is aware that, during, the course of his/her employment with EMPLOYER, confidential information related to business processes, contracts, apparatus, products, research, research programs, Trainees, customers, marketing, business strategy, trade secrets, and/or other information considered confidential and proprietary in nature belonging to the EMPLOYER would have been disclosed to him/her. The TRAINEE agrees that any confidential information, including but not limited to, written embodiments thereof, is the property of the EMPLOYER and is to be held by her/him in trust solely for the benefit of the EMPLOYER and shall not be used or disclosed to others at any time. All original material including programs, disks, cards, decks, tapes, listings, including notes, extracts, reproductions of any kind and other programming documentation originated and prepared for or by the EMPLOYER is material deemed to contain confidential and proprietary information.

b) That upon the termination of his/her employment from the EMPLOYER, the TRAINEE shall return to the EMPLOYER all documents and property of the EMPLOYER, including but not necessarily limited to: drawings, blueprints reports, manuals/ correspondence, customer lists, computer programs, and all other materials/and all copies thereof relating in any way to the EMPLOYER's business, or in any way obtained by him/her during the course of employment. He further agrees that he/she shall not retain copies, notes or abstracts of the foregoing.

c) The TRAINEE shall not during or any time after the termination of his/her employment with the EMPLOYER, use for himself/herself or others, or disclose or divulge to others including future Trainees, any trade secrets, confidential information, or any other proprietary data of the EMPLOYER in violation of this agreement.

d) **Non-Solicitation:** The TRAINEE Shall not during or any time after the termination of his/her employment with the EMPLOYER for a period of one (1) year agrees that he/she will, either directly or indirectly, a) hire or contract for the services of the contractual client/ Customer of EMPLOYER or any other person. c) Induce or attempt to influence any Trainee or any other person working as an independent contractor for Identity And Access Solutions Pvt. Ltd to terminate any employment or other contractual arrangement with Identity And Access Solutions Pvt. Ltd.

e) **Non-Competition:** The TRAINEE shall not during or any time after the termination of his/her employment with the EMPLOYER for a period of one (1) year (a) interfere with or impede the contractual relationship between

Identity And Access Solutions Pvt. Ltd and its Client(s), or suggest or cause said Client(s) to modify, cancel, or fail to renew or extend their contract with Identity And Access Solutions Pvt. Ltd (b) Sell, solicit sales, or offer to sell to Identity And Access Solutions Pvt. Ltd Client(s) any software, services, or other products without the prior written approval of Identity And Access Solutions Pvt. Ltd

f) **Injunctive Relief:** The TRAINEE agrees and understands that money damages would not be a sufficient remedy for breach of this agreement by TRAINEE and that effective enforcement of this agreement requires that the remedies available for any breach by the TRAINEE must include



*Nepur*

*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

specific performance and/or injunctive relief. Such remedies shall not be deemed to be the exclusive remedy for any such breach but shall be in addition to all other remedies available to the EMPLOYER, at law or in equity under the governing law. The EMPLOYER may notify any future or prospective EMPLOYER of the TRAINEE or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

7) Unless the context clearly requires otherwise, (a) "shall," "will," and "agrees" are mandatory and "May" is permissive; (b) "or" is not exclusive; and (c) "includes" and "including" are not limiting. The singular includes the plural and vice versa and words importing a gender includes other genders

8) The terms and conditions of appointment of the TRAINEE with the EMPLOYER as contained in the appointment letter shall remain unaffected and shall continue to be binding between the Parties.

9) It is hereby agreed between the Parties to these Presents that in the event of any claim or liability arising out of the terms and conditions herein above contained, the Courts at Hyderabad/ Ranga Reddy District/shall have jurisdiction to the exclusion of all the other court

All communications between the Parties hereto shall be deemed to have been served effectively if addressed to the following address as:

559,Gali No-6 Santpura Modingar, Ghaziabad Uttar Pradesh -201204

Any change in the above addresses of any of the concerned Parties, shall be intimated to the other Parties by the concerned within a period of seven days of such change and in the absence of such intimation, the addresses mentioned above shall be deemed the addresses of the concerned Parties.

All the Parties hereto have read and understood each and every provision of this Agreement Signed on the day, month and year herein above-mentioned

EMPLOYER

TRAINEE

WITNESSES:

1.

2.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

(6)



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram-122018  
T: +91 1244712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Nitin Kumar,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "R.D. Engineering College".

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

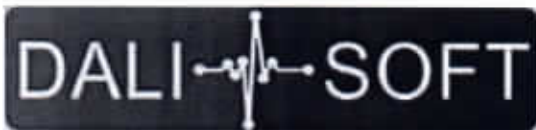
#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze IT Park,  
Sector 49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
- 12. Internship allowance: Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Nitin Kumar



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)**



# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Nitin Pal,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Nitin Pal*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

(63)

## Appointment Letter

**Dear Nitin Sharma,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

MOBISOFT LABS, Unit-1119, B4, Spaze Itech Park, Sohna Road, Gurgaon-122018





**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Listen | Understand | Deliver



The Unified Cloud Pvt. Ltd.

C-40, Ground Floor, Sector - 58, Noida, UP - 201301

Pradeep Kumar Yadav  
1902310100066  
Branch: CSE

DATE: 25-Aug-2022

STIPEND LETTER  
Private and Confidential

Mr. Pradeep Kumar Yadav,

Correspondence Address: A-157 Sultanpur Near Kukkishop,  
New Delhi (110030)

Permanent Address: A-157 Sultanpur Near Kukkishop,  
New Delhi (110030)

Mobile: 9161767183

Email ID: pradeep9161767183@gmail.com

Subject: Six Months Training

Dear Mr. Pradeep,

Welcome to The Unified Cloud Pvt Ltd!

We are pleased to inform you that you have been offered six months project training with our company as part of your course curriculum. You will be working as "Trainee- SDE" and your date of joining is 25<sup>th</sup> August 2022 (Thursday). Your proposed stipend shall be INR 12,000/- per month. You shall be required to enter a separate service agreement in this regard. Your performance shall be monitored and reviewed continuously during your training period and may extend suitably if required.

Yours Sincerely,  
For The Unified Cloud Pvt. Ltd.

Snehlata Jaiswal  
Sr. Executive - HR & Admin

Accepted By,

Name and Signature



Director  
R.D. Engineering College  
Duhai, Ghaziabad



VIRTUAL EMPLOYEE  
Future of work

1902310108067

35

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

TeckValley

Ref: TL/TK10949/012/347/07072022

TV/HR/Rec/TL/001/09062022

To,

Date: 07<sup>th</sup> July 2022

Pranjal Chaubey,

Correspondence Address: 14-A, Panchkuteer, Chipiyana Buzurg, Gautam Buddha Nagar, Uttar Pradesh-201009

Permanent Address: 14-A, Panchkuteer, Chipiyana Buzurg, Gautam Buddha Nagar, Uttar Pradesh-201009

Mob/Phone: 8287118690

Email: pranjalchaubey001@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

- Your all-inclusive, **Stipend shall be INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
- You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
- Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
- You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
- During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
- On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
- The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

(+91) 0120-46531841/42

hr@teckvalley.com

www.teckvalley.co.in

Regional Office: Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201300  
US Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830



P.D. Engineering College  
Burai, Ghazabad



• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be **18<sup>th</sup> July 2022** or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)

(+91) 0120-4638494

[hr@teckvalley.com](mailto:hr@teckvalley.com)

[www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office: T-36, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

Call: +91 11 400810270/ETC/120022 | GSTIN: 09A4H...  
Tues, 17/07/2022 11:00 AM



*Signature*  
Director  
T&P Engineering College  
Ghaziabad



VIRTUAL EMPLOYEE  
Future of work

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.



Rajesh Kumar  
General Manager- HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Pranjal Chaubey  
Jul 11 2022

Name: Pranjal chaubey

Place: ghaziabad



[Signature]  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN : U17400DL197070ETC130033 | GSTIN : 09A8HCT04050170



• TeckValley •

ANNEXURE



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

COMPENSATION SHEET

[Monthly in-hand post completion of Training and Probation Period]

S.No	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	OTHER ALLOWANCES	-	0
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
B	<b>Statutory Deduction</b>		
	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
D	<b>Statutory Contribution</b>		
	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN : U72400DL1997PLC00120023 | GSTIN : 09AAHCT04050170

66



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Prashant Chandna,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.Indusvalleypartners.com](http://www.Indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Prashant Chandna

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad



67

6-Mar-2023

Dear Prashant Gautam,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee In Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual Incentive Indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual Incentive Indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition  
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Prashant Gautam

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

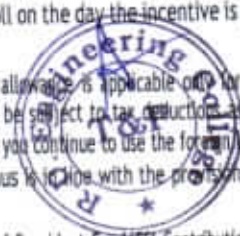
\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to



Director  
R.D. Engineering College

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://icnecognizant.cognizant.com> -> Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

2<sup>nd</sup> Feb 2023Letter of Offer**Dear Prashant Tyagi,**

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

**Best Regards,**

Deepika  
Manager  
Human Resource

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Prashant Tyagi  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



*(Signature)*  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika**  
Manager  
Human Resource



  
R.D. Engineer  
Director  
Durai, ... College

69



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram - 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Preena Tyagi,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "Devesh Mathur".

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**  
#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**  
3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062  
#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035  
Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze IT Park  
Sector-49, Gurugram - 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector-49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

**12. Internship allowance: Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Preena Tyagi



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

IAAS

70

Priyanshu Dwivedi  
190 2310100072

**INDEMNITY BOND**

We, **Priyanshu Dwivedi** Along with Prabhawathi Dwivedi, aged about 20 Years, residing L-47, sector-12, Pratap vihar Ghaziabad, **Employee Address** (Hereinafter called as the "**Obligator**") and , Prabhawathi Dwivedi aged about **48 Years**, residing at L-47, sector-12, Pratap vihar Ghaziabad, **Address** (hereinafter called as the "**Surety**") are firmly held and bound to M/s. **Identity And Access Solutions Pvt .Ltd**, having its Registered Office at **First Floor Galton Center, Vittal Rao Nagar, Image Hospital Road, Madhapur, Hyderabad- 500081, Telangana** represented by its Director (hereinafter called as the "**Company**"), A sum of **Rs. 150,000/-** (Rupees One Lakh Fifty Thousand only) and an amounts that have been incurred by the company in recruiting and training, to be paid to Company, for which payment will and truly be made, we jointly and severally bind ourselves by **THESE PRESENTS**:

**WHEREAS**

The above bounden Obligator has joined on 20th July 2022 as "**Trainee Software Engineer**" in the service of **Identity And Access Solutions Pvt. Ltd** for a term of **24 months** from the date of joining.

The condition of this bond is that if the Obligator fails to work for the stipulated period of **24 Months** as provided for in this Agreement entered into by him/her with the Company, or stays away from duty for whatever reasons or resigns during the tenure of service , the Obligator and the Surety besides making good the aforesaid sum of **Rs. 1,50,000/-** (Rupees One Lakh Fifty Thousand only) and an amounts that have been incurred by company in recruiting and training, + **GST as applicable (Currently it is @18%)** as compensation in lieu of the stipend/ remuneration/salary received by him/her, inclusive of expenses incurred on his/her training or contract employment/ service, as per the Agreement dated 19<sup>th</sup> September 2022 annexed to this indemnity Bond, render themselves liable for damages of an equal amount for inconvenience and dislocation caused to the company

In case the Obligator is not compensated as per these presents and the Agreement dated 19th September 2022, the Company may sue the Obligator and Surety either jointly or severally for breach of the covenants of the Agreement annexed herewith and obtain orders of the competent court restraining the Obligator from accepting any employment with any third party Company/ Employer.

Unless the context clearly requires otherwise, (a) "shall," "will," and "agrees" are mandatory and "May" is permissive; (b) "or" is not exclusive, and (c) "includes" and "including" are not limiting. The singular includes the plural and vice versa and words importing a gender includes other genders. Unless the context clearly requires otherwise, (a) "shall," "will," and "agrees" are mandatory and "May" is permissive; (b) "or" is not exclusive; and (c) "includes" and "including" are not limiting. The singular includes the plural and vice versa and words importing a gender includes other genders.

The Company shall also be entitled to recover all the expenses that may be incurred in connection with recovery of the said assured sum of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)** and amounts that have been incurred by company in recruiting and training, and the damages

**IN WITNESS WHEREOF** the above Obligator and the Surety have set their hands on this 19th September, at **Identity And Access Solutions Pvt. Ltd.**

OBLIGATOR: *Prabha*



*[Signature]*  
Director  
R.D. Engineering College  
Duha, Ghaziabad

**GUARANTEE :**

I Prabhawathi Dwivedi w/o Birendra Kumar aged about 48 years, Occ, R/O - L-47, sector-12, Pratap vihar Ghaziabad (here referred to as Guarantor) hereby issue this guarantee in favour of the M/s. Identity And Access Solutions Pvt .Ltd, having its Registered Office at First Floor Galton Center, Vittal Rao Nagar, Image Hospital Road, Madhapur, Hyderabad- 500081, Telangana represented by its Director (hereinafter called as the "Company").

5/10/2024

My Son Sri. Priyanshu Dwivedi, S/o. Prabhawathi Dwivedi aged about 20 years, R/o - L-47, sector-12, Pratap vihar Ghaziabad, (hereinafter referred to as Employee / Obligor) joined in your company, I hereby stood as a guarantor for the amount i.e., Rs.150000/- (**Rupees One Lakh Fifty Thousand only**) or an amounts that have been incurred by company in recruiting and training, whichever is higher in case the obligator fails to work for the stipulated period of **24 Months** as agreed in the bond.

GUARANTOR

*Prabhawathi*  
Witness:

*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



001 01007

*[Signature]*

### SERVICES AGREEMENT BETWEEN EMPLOYER AND TRAINEE

This Agreement is made and executed on this the 19/09/2022, at Hyderabad by and between:

**Identity And Access Solutions Pvt Ltd** hereinafter called the "EMPLOYER" which term shall mean and include all their legal representatives, successor, assigns executors, administrators, etc. of the First Part. And **Priyanshu Dwivedi** hereinafter called the "TRAINEE", of the Second Part

For the purpose of this Agreement, the Employer and the Trainee shall, unless repugnant to the context herein, be collectively referred to as "Parties" and individually as a "Party"

The EMPLOYER is in providing and executing software projects apart from providing Information Technology Solutions and Outsourcing Services to various enterprises, both in India and abroad.

1. This Agreement shall entitle the EMPLOYER to obtain an order from the competent court restraining the TRAINEE from accepting any employment with a Third Party. However, the EMPLOYER reserves the right to terminate the services of the TRAINEE at any time for unsatisfactory performance of work of the latter
2. Your Training will start from 20<sup>th</sup> July 2022, the TRAINEE will be eligible for a paid Stipend of Rs. 5000/- (INR Five Thousand only) effective from 1<sup>st</sup> September 2022. Post 6 months of training based on (performances and evaluation) stipend will be increased to Rs.7000/- (INR Seven Thousand only) for those who qualify. Upon successful completion of Graduation, the EMPLOYER shall observe the TRAINEE as an employee and shall be paid a minimum salary of Rs.3LPA (INR Three lakhs only per annum) (based on the academic performances, evaluation during the training period, on successful completion of mock projects, Behavioral and overall Performances) and also the TRAINEE will be eligible for Individual health insurance worth 50,000 (INR Fifty Thousand Only) to begin with.
3. The TRAINEE has by way of guarantee for the due performance of the covenants herein contained, provided to the EMPLOYER with the particulars of his/her close relative, who has consented by signing herein below to stand as Surety on his/her behalf to ensure due compliance of the covenants. In the event of failure/ negligence of the TRAINEE in fulfilling any of the terms of this undertaking by discontinuing or staying away from duty without completing the tenure mentioned herein/above or resigning/regular or informal absences to work/not performing as expected in delivering his/her responsibilities during the said period or any other form of breach of the same and [he/he shall be liable to pay to the EMPLOYER a sum of **Rs. 150,000/- (Rupees One Lakh Fifty thousand Only)** or an amounts that have been incurred by company in recruiting and training, whichever is higher **GST as applicable (Currently It is @18%)** as compensation in lieu of the Stipend/ Remuneration/ Salary received by her/him, inclusive of expenses incurred on her/his training, besides being liable for damages an equal amount for inconvenience and dislocation caused to the EMPLOYER and the Party of the Third Part shall be liable jointly and severally with the TRAINEE to pay the aforementioned amount to the EMPLOYER.
4. In that regard, the TRAINEE and one of his/her Surety, jointly executed an Indemnity Bond in favor of the EMPLOYER, on this day.



*[Signature]*  
Director  
R.D. Engineering College  
Dufal, Ghaziabad



5. That the EMPLOYER may at any time during the tenure of this Agreement, shall have a right to transfer the TRAINEE under the same terms and conditions of appointment, to any successor/s/- in - interest by virtue of any business transfer or service agreement with any other Party, seeking for an amalgamation or arrangement or a merger or re-organization or re-adjustment of the business with companies under the same group or otherwise, under any law for the time being in force. And on any such transfer the terms and conditions of these presents, shall inure to the benefit of, and be binding on, the successors and assigns of both the parties.

#### 6. Non-Disclosure, Non-Compete, and Non-Solicitation

a) **Non-Disclosure:** TRAINEE is aware that, during the course of his/her employment with EMPLOYER, confidential information related to business processes, contracts, apparatus, products, research, research programs, Trainees, customers, marketing, business strategy, trade secrets, and/or other information considered confidential and proprietary in nature belonging to the EMPLOYER would have been disclosed to him/her. The TRAINEE agrees that any confidential information, including but not limited to, written embodiments thereof, is the property of the EMPLOYER and it is to be held by her/him in trust solely for the benefit of the EMPLOYER and shall not be used or disclosed to others at any time. All original material including programs, disks, cards, decks, tapes, listings, including notes, extracts, reproductions of any kind and other programming documentation originated and prepared for or by the EMPLOYER is material deemed to contain confidential and proprietary information

b) That upon the termination of his/her employment from the EMPLOYER, the TRAINEE shall return to the EMPLOYER all documents and property of the EMPLOYER, including but not necessarily limited to: drawings, blueprints reports, manuals/ correspondence, customer lists, computer programs, and all other materials/and all copies thereof relating in any way to the EMPLOYER's business, or in any way obtained by him/her during the course of employment. He further agrees that he/she shall not retain copies, notes or abstracts of the foregoing

c) The TRAINEE shall not during or any time after the termination of his/her employment with the EMPLOYER, use for himself/herself or others, or disclose or divulge to others including future Trainees, any trade secrets, confidential information, or any other proprietary data of the EMPLOYER in violation of this agreement.

d) **Non-Solicitation:** The TRAINEE Shall not during or any time after the termination of his/her employment with the EMPLOYER for a period of one (1) year agrees that he/she will, either directly or indirectly, a) hire or contract for the services of the contractual client/ Customer of EMPLOYER or any other person. c) Induce or attempt to influence any Trainee or any other person working as an independent contractor for Identity And Access Solutions Pvt. Ltd to terminate any employment or other contractual arrangement with Identity And Access Solutions Pvt. Ltd.

e) **Non-Competition:** The TRAINEE shall not during or any time after the termination of his/her employment with the EMPLOYER for a period of one (1) year (a) interfere with or impede the contractual relationship between

Identity And Access Solutions Pvt. Ltd and its Client(s), or suggest or cause said Client(s) to modify, cancel, or fail to renew or extend their contract with Identity And Access Solutions Pvt. Ltd (b) Sell, solicit sales, or offer to sell to Identity And Access Solutions Pvt. Ltd Client(s) any software, services, or other products without the prior written approval of Identity And Access Solutions Pvt. Ltd

f) **Injunctive Relief:** The TRAINEE agrees and understands that money damages would not be a sufficient remedy for breach of this agreement by TRAINEE and that effective enforcement of this agreement requires that the remedies available for any breach by the TRAINEE must include

*Rajendra*  
TRAINEE



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

specific performance and/or injunctive relief. Such remedies shall not be deemed to be the exclusive remedy for any such breach but shall be in addition to all other remedies available to the EMPLOYER, at law or in equity under the governing law. The EMPLOYER may notify any future or prospective EMPLOYER of the TRAINEE or third party of the existence of this agreement, and shall be entitled to full Injunctive relief for any breach.

7) Unless the context clearly requires otherwise, (a) "shall," "will," and "agrees" are mandatory and "May" is permissive; (b) "or" is not exclusive; and (c) "includes" and "including" are not limiting. The singular includes the plural and vice versa and words importing a gender includes other genders

8) The terms and conditions of appointment of the TRAINEE with the EMPLOYER as contained in the appointment letter shall remain unaffected and shall continue to be binding between the Parties.

9) It is hereby agreed between the Parties to these Presents that in the event of any claim or liability arising out of the terms and conditions herein above contained, the Courts at Hyderabad/ Ranga Reddy District/shall have jurisdiction to the exclusion of all the other court

All communications between the Parties hereto shall be deemed to have been served effectively if addressed to the following address as:

L-47, sector-12, Pratap vihar Ghaziabad

Any change in the above addresses of any of the concerned Parties, shall be intimated to the other Parties by the concerned within a period of seven days of such change and in the absence of such intimation, the addresses mentioned above shall be deemed the addresses of the concerned Parties.

All the Parties hereto have read and understood each and every provision of this Agreement Signed on the day, month and year herein above-mentioned

EMPLOYER

TRAINEE

*Signature*

WITNESSES:

1.

2.



*Signature*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

12 SEPTEMBER 2022

Mr. PRIYANSHU

APPOINTMENT LETTER & AGREEMENT

Dear PRIYANSHU,

This has reference to your acceptance to our offer and necessary submissions made by you pursuant to the offer. We are pleased to appoint you as **PROJECT TRAINEE** with effect from **12 SEPTEMBER 2022** You will be based at our "Noida" office.

This appointment letter & agreement (the "Agreement") confirms the terms and conditions of your employment with Adeptia India Pvt. Ltd. ("Company", "we" or "us") and will be governed by the following terms and conditions:

**Start Date**

Your employment with us commences on **12 SEPTEMBER 2022** You acknowledge that you have completed any notice period required by your current or previous employer and by performing your duties for us you will not be in breach of any other obligations.

**Duties**

The roles, responsibilities and duties appropriate to your designation or your employment will be specified by the company from time to time.

**Change of Duties/Manager**

In consultation with you, the Company may change your job duties, manager, responsibilities, and account assignments. You will be given the opportunity to discuss and be involved in defining any changes to your role.

**Place of Work**

Your normal place of work is is **Office No. 56/2, Plot No. A-41The Corenthum Tower B, Sector-62, Noida, and Uttar Pradesh, India**. Based on business or customer needs, your role may require travel both within India and internationally. In such a scenario, we will collaborate with you to plan this travel in advance.

**Hours of Work**

You are expected to work a minimum of 45 hours per week. Your hours will follow business needs as agreed between you and your manager and may be flexible and include additional hours.

**Outside Activities**

As a condition of your ongoing employment with us, you may not undertake employment or professional / freelance activities outside of your duties as an employee of the Company.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Priyanshu Raja  
1902310100073  
(CSE - 4th yr)  
2023 Batch Pass out.  
Mob No - 9458405761.

Priyanshu Sharma

1902310100074



IDENTITY AND ACCESS SOLUTIONS



(12)

AGREEMENT

I Priyanshu Sharma s/o/o Rajeev Sharma  
Address Sibani, Nandgram, Ghaziabad

completely understand that by signing this agreement I would be bound by following terms of this agreement.

This agreement would be applicable once I am selected by "Identity And Access Solutions" company after Group Discussion and interview.

Terms

1. Tentatively training will start from April 2022 to June/July 2022. During this period I will not be allowed to appear in any other campus interview.
2. After training final interview will taken to shortlist the students for the stipend.
3. I will get the Stipend in the range of Rs 5000 to 10000 per month tentatively from July 2022 to June/July 2023. During this period I will not be allowed to appear in any other campus interview.
4. I would be bound to sign an indemnity legal bond of amount 1.5 Lac +GST when my stipend would be started.
5. Bond end date would be 1 year after completion of my final year.
6. Once college education is completed, I would be absorbed as permanent employee with minimum salary of 25000 per month.
7. Every Students selected for stipend will be absorbed as permanent employee in company.
8. After final selection as a permanent employee job location will be PAN India.

Name:- Priyanshu Sharma

Father's name:- Rajeev Sharma

Roll No.:- 1902310100074

Branch:- CSE

Contact No.:- 8865914625

Signature:- Priyanshu

Date:- 14/03/2022



[Signature]  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Rahul  
Roll 1902310100076

# • TeckValley •

Ref: TL/TK10949/015/350/08072022

To,

Date: 08<sup>th</sup> July 2022

Rahul,

**Correspondence Address:** H No- 423, Gali No- 7

**Permanent Address:** Bithua, Belthara Road, Ballia

**Mob/Phone:** 8506043389

**E-Mail:** millennials\_rahul@gmail.com

**Sub: Internship cum Offer Letter**



  
Director  
D. Engineering College  
Duhai, Ghaziabad



# • TeckValley •

By executing this Internship cum offer letter by the terms of this letter, authorizing the c be deemed appropriate by the Company.

We welcome you and wish you every success

With Warm Regards,

For TeckValley India Pvt. Ltd.

  
Director  
R.D. Engineering College  
Duha, Ghaziabad



Rajesh Kumar  
General Manager – HR Generalist



# • TeckValley •

8. Absence for a continuous period of five (overstay of leave) or during crucial project of the company, can lead to your employment not be any Notice Period or Notice Pay for
9. Upon confirmation and upon completion of eligible for being considered for Annual performance based on your performance and the discretion of the Company
10. Your initial place of work will be at Noida. You will be assigned, after reasonable notice and subject to the Company conducts business.
11. You will automatically retire on attaining the age of 60 years or until you become permanently unfit.
12. Notwithstanding anything to the contrary contained in this Agreement or the Company whether oral or written, you agree to provide project specific as well as general services to undertake the regular work assigned to you. It is hereby agreed that, since the Company is a global organization, you may be required to leave the services of the Company before the end of the term of this Agreement without any notice.



Director  
R.D. Engineering College  
Duhai, Ghazialbad

Rahul Sharma  
1902310100077



VIRTUAL EMPLOYEE  
future of work

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

Ref: TL/TK10949/010/345/07072022

TV/HR/Rec/TL/001/09062022

To,

Date: 07<sup>th</sup> July 2022

Rahul Sharma

Correspondence Address: 249, Gali No-10, Brajvihar Colony, Muradnagar, Ghaziabad, Uttar Pradesh-201206

Permanent Address: 249, Gali No-10, Brajvihar Colony, Muradnagar, Ghaziabad, Uttar Pradesh-201206

8279333408

E-Mail: sh20rahul@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, **Stipend shall be INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
2. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in



Head Office: J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

Phone: U74999UP2020FTC130932 | GSTIN: 09AAHCT9495Q1Z0

R.D. Engineering College  
Duhai, Ghaziabad





VIRTUAL EMPLOYEE  
Future of work

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.

Rajesh Kumar  
General Manager – HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Jul 11 2022

Name: RAHUL SHARMA

Place: MURADNAGAR



Director  
R.D. Engineering College  
Duhai, Ghaziabad

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q1Z0

1902310100080

Rishabh Kashyap

**InnoBit**  
Systems Pvt Ltd

**Mr. Rishabh Vashisth**

Ghaziabad

Date: 25<sup>th</sup> August 2022

Dear Rishabh,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company in the role of **Network /Server Administrator and devOps Specialist**. The annual Cost to Company (CTC) for this full-time exempt position will be INR 3.6 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 22000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success, and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification

Yours Sincerely,

*nsharma*

Niyati Sharma

(Manager HR)



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	12000
HRA	6000
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	550
<b>Monthly Salary</b>	<b>23200</b>
Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>CTC</b>	<b>360000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.



  
 Director  
 R.D. Engineering College  
 Duhal, Ghaziabad

**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# InnoBit

Systems Pvt Ltd

**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure medical insurance coverage for you

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.

Signature

<Fill Name> Rishabh Vashisth

Acceptance Date 26/08/2022



Director  
R.D. Engineering College  
Duhai, Ghaziabad

78

Ritik Singh  
1902310100081  
U<sup>th</sup> C.S.E



**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Ritik Singh  
RD Engineering College

Jan 31, 2022

Dear Ritik,

Congratulations, we have selected you in our campus recruitment drive. It is my pleasure to formally confirm our offer to you to join NovoInvent Software's full-time Software Engineering Internship Program, based out of our Noida office. You will be on an internship with us from a mutually agreed date of Feb 7, 2022, and may have the opportunity to join us as an employee in June, 2023 based on your performance. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining NovoInvent Software.

During your internship, we expect you to report to our Noida office on a fulltime basis. You will be considered a fulltime team member and will have the opportunity to work on actual projects that NovoInvent executes to release web, mobile and services-based systems into "Production".

We will work closely with RD Engineering College during your Internship to allow you to complete any requirements from the College for completing your graduation such as preparing for and taking college examinations.

Our team will mentor you on multiple technologies, and you will have the opportunity to develop a wide range of systems using tools and technologies such as Java EE (Enterprise Edition), PHP, Android, iOS, Struts, Hibernate, REST, SOAP, and a lot more to develop state of the art software systems for our Health Insurance and Healthcare platforms.

You will also work on product design, software design, and have the opportunity to lead teams during your internship, keeping in mind our commitment to "Creativity, Innovation and Technology", and encouraging each team member to develop a well-rounded skillset and capabilities.

#### TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you.

#### STIPEND

You will be paid a stipend of **Rs. 20,000/-** per month during the period of your internship.

#### FUTURE JOB OFFER

You have the opportunity to possibly join NovoInvent as an employee based on your performance during your internship. We will use the following process for making job offers to people in our Internship Program:

NovoInvent Software, Sixth Floor, Tower1 Stellar IT Park, C-25, Sec-62, Noida-201309  
T: +91 120 - 4349074/75

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Ritik  
Singh  
07/08/2022



Page 2 of 5  
Ritik Singh  
Jan 31, 2022

1. We will conduct your performance review in January 2023, based on which we will make an employment offer paying a compensation ranging from Rs 5.5 to 6.5 lakhs per year
2. If you are not selected for an employment offer, we will:
  - a. Allow you to sit for campus placements at RD Engineering College with other companies
  - b. Allow you to continue your 1 year internship with us, expecting a continued fulltime commitment from your side
  - c. Provide you with an improvement plan, and the opportunity to get an employment offer with NovoInvent based on future performance reviews during your internship

If you are selected for employment with NovoInvent, as per RD Engineering College policies you will not have an opportunity to participate in campus placements except with companies offering more than Rs, 12 lakhs per annum.

Further, if you are selected for employment with NovoInvent, you commit to staying employed with NovoInvent for a period of at least 1 year. Separating from the company before this period will carry a financial penalty as outlined under "Separation" below.

**Please note that we are committed to your success and retaining as many interns as possible, so we will work closely with you to achieve the level of performance required to join NovoInvent as an employee.**

#### PERFORMANCE REVIEWS

During your internship with us, you will receive a performance review every three to four months. These reviews provide an important opportunity for you to manage your learning and growth. Furthermore, as detailed above, based on your performance review you may be offered an employment opportunity with NovoInvent.

#### INTERNSHIP BENEFITS

Upon joining us, you will be eligible for applicable employee benefits as accorded by our company policies, including:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year

#### SEPARATION

We are committed to having you as an intern with NovoInvent for the full period of this offer, and in helping you attain the performance requirements for employment with us.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Ritik  
Singh  
7/8/2022



Page 3 of 5  
Ritik Singh  
Jan 31, 2022

However, if you have not received an employment with NovoInvent by January, 2023, you will be allowed to resign from your internship by giving a clear two months' notice in writing.

NovoInvent is going to expend extensive effort and resources in training you in advanced technologies during your internship. You will also learn proprietary systems development approaches and techniques that are unique to NovoInvent. If you receive a job offer from NovoInvent, you are committed to completing your internship, joining the company as an employee and staying employed with the company for at least a period of 1 year. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.

Not taking up the job offer with NovoInvent, or separating from the company before completing 1 year of employment will carry a financial penalty equal to the amount of stipend paid to you during your period of internship.

Please note that you will need to abide by professional and ethical rules of conduct, and the conditions of the NovoInvent Employment Agreement during your internship. Your internship can be terminated by the Company due to your willful misconduct or non-performance or refusal to report for work in accordance with the Company's instructions.

#### PROFESSIONAL AND ETHICAL CONDUCT

You will also be expected to abide by professional, ethical, and NovoInvent Software's requirements, rules, regulations, policies, and practices. At the time of accepting this offer of internship, you must fully disclose all contractual and other restrictions or obligations to other parties, including any non-compete or non-solicitation agreements with prior employers or other organizations, that may or will impose limitations on your professional activities with NovoInvent Software. You are expected to abide by all such restrictions or obligations and to avoid involvement, while employed by NovoInvent Software, in any matter that could pose a conflict of interest as a result of confidential, proprietary or trade secret information obtained by you prior to your employment with us. You must tell us if any of these restrictions or obligations are inconsistent with your acceptance of this offer of internship or your possibly becoming, and serving as, an employee of NovoInvent Software if we make an offer of employment to you.

#### CONFIDENTIALITY OF OFFER LETTER

Please note that we have offered the compensation mentioned in this letter based on your qualifications, experience and your current compensation details, as furnished by you. This information is strictly confidential and is not to be shared with other employees in the organization. In case at any point of time if it is found that the details furnished by you are not correct/true, and/or you have shared this information with your colleagues, this can be a matter of serious disciplinary action.

You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Ritik  
Singh  
07/02/2022





Page 4 of 5  
Ritik Singh  
Jan 31, 2022

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.

**INSTRUCTIONS FOR ACCEPTING INTERNSHIP OFFER**

Please note that you will be bound by the rules of the NovoInvent Employment Agreement during your internship. This letter and NovoInvent Software's Employment Agreement are intended to be the final, complete, and exclusive statement of the terms of the offer of internship to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer within 3 days of receiving it. Our offer will be valid through this period.

To accept the offer and the terms of this letter, please sign below in the space provided and email a **scanned copy of the entire signed offer letter, and the signed employment agreement to novorecruitment@novoinvent.com** (Please make sure to include all pages).

Note that the list of documents in Annexure A below needs to be provided on the day of joining your internship.

In closing, please again accept our congratulations on this important decision in your career. We hope that you will take full advantage of the opportunities you will be given at NovoInvent Software to realize your full potential. We all look forward to having you join NovoInvent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Kunal Khanna  
Director, Technology Development

Accepted and Agreed To:

Ritik Singh

Signature

Ritik Singh

Name

07/02/2022

Date

Director  
R.D. Engineering College  
Duhai, Ghaziabad





Page 5 of 5  
Ritik Singh  
Jan 31, 2022

**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining your internship:

- Four passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of Aadhaar and PAN Card
- Semester mark sheets



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Ritik  
Singh  
07/02/2022



79



Dear Riya,

Riya Chaudhary  
1902310100082  
2023 Pass out

This is with reference to your application and subsequent interview at **Taction** Software Pvt Ltd, we are pleased to inform you that you have been selected for the role "Management Trainee".

Date of Joining: Wednesday, 6th April 2022

Reporting Time : 10:30am

Stipend: INR 10,000/- per month (for 6 months, during internship period)

Designation on Confirmation: Software Engineer

CTC on Confirmation: INR 2,10,000/- per annum (including PF)



Please carry a copy of the following documents at the time of joining:

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Education Qualification
- Offer & Relieving Letter of Last



DocuSign Envelope ID: A5323830-925D-4B26-B60A-8D223EA72845

1902310100083

	<b>PROZO DISTRIBUTION PRIVATE LIMITED</b> <i>(Formerly known as Global EduShare Private Limited)</i>			
	CIN: U72200HR2014PTC052701 www.prozo.com			
<b>CORPORATE OFFICE</b> 116C, Ecotech -12 Near EK Murti Crossing Greater Noida Uttar Pradesh - 201009	<b>HYDERABAD OFFICE</b> Plot No - 1A/2B/1/B Road No 15, IDA Nacharam, Hyderabad Telangana - 500076	<b>DELHI OFFICE</b> A-12, Ansari Road Road No 5 Near Fire Station Daryaganj, Delhi 110002	<b>REGISTERED OFFICE</b> H.No - 147, sector -45, 2nd Floor, Lane behind DPS School, Gurugram, Haryana 122002	
admin@prozo.com   +91 9873112459				

**Employment Offer cum Appointment Letter**

Date: 14<sup>th</sup> February 2022

To,  
Ms. Riya Sharma  
Address: 155(2) Krishna Nagar, Gali No. 2, Modinagar, Ghaziabad, UP  
Aadhar Number: 6272 9618 4721  
Date of Birth: 14<sup>th</sup> May 2002  
PAN Number: MEPLS2031E  
Personal Email ID: riyasharma00214@gmail.com  
Mobile Number: 7668810448

Dear Riya,

We are pleased to offer you an opportunity for full-time employment with Prozo Distribution Private Limited. ("The Company").

Section A contains the terms and conditions of your employment with the Company.  
Section B contains the details of your date of joining, designation and compensation, which is subject to appropriate taxes. These taxes will be deducted from your pay.

As an acceptance of this offer of employment, kindly sign on every page of this offer letter as a token of your having accepted the terms and conditions as set out above and submit a scanned copy of signed document within 3 working days and an ink signed hard copy on or before the date of joining, to your Head of the department or the HR Manager. You are required to handle this letter with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

We look forward to you joining our team and contributing to the Company's success. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact your recruiter.

Yours sincerely,  
For Prozo Distribution Private Limited.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Team HR  
Date: 14<sup>th</sup> February 2022

Employee Signature: \_\_\_\_\_



• TeckValley •

Ref: TL/TK10949/014/349/08072022



VIRTUAL EMPLOYEE  
Future of work

(82)

19623/0/08085

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

TV/HR/Rec/TL/001/09062022

To,

Date: 08<sup>th</sup> July 2022

Ruman Ali,

Correspondence Address: 243, Gali No.5, Hindon Vihar, Ghaziabad, Uttar Pradesh-201001

Permanent Address: 243, Gali No. 5, Hindon Vihar, Ghaziabad, Uttar Pradesh-201001

Mob/Phone: 9667929206

E-Mail: rumanali181@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, **Stipend shall be INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
4. You will be on probation/training for a period of **3-6 months** based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.



(+91) 0120-2611111



hr@teckvalley.com



www.teckvalley.co.in



38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

IN-014999UP2020FTC130932 | GSTIN: 09AAHCT9495Q1Z0

Director

Ghaziabad

Uttar Pradesh

84

19023101050876, Sahil ~~Abraham~~



Mr. Sahil khan

Ghaziabad

Dated:25<sup>th</sup> August 2022

Dear Sahil,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 4.2 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 25000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

nsharma



Niyati Sharma

(Manager HR)

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Saket kumar  
1902310100088  
C.S.E  
Section - B . (45)

**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229793468/Delhi**  
**Date: 07/06/2022**

Mr. Saket Kumar  
Abhishek Tyagi Hostel Gali No 1 Friends Colony,  
Kiet College,  
Ghaziabad-201206,  
Uttarpradesh.  
Tel# 91-8539019356

Dear Saket Kumar,

**Sub: Letter of Offer**

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

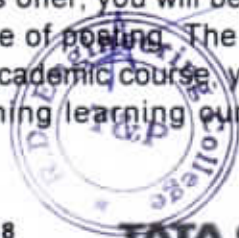
This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

**TCS Confidential**  
**TCSL/DT20229793468**



**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India

Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

Director  
R.D. Engineering College  
Ghaziabad



# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Sakshi Verma,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Sakshi Verma*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: ***Associate Software Engineer***

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when an incentive might otherwise have been payable.



  
Director  
R. D. Engineering College  
Duhai, Ghaziabad



Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, iTHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

28 June 2022

Saloni Kansal  
H.No. 61, Sikri Khurd,  
Modinagar, U.P.,  
201204

Dear Saloni,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in



  
Director  
R.D. Engineering College  
Ghaziabad

the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad  
ACCEPTED BY

*[Signature]*

## Annexure A

Employee Name: Saloni Kansal

Designation: Trainee

Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

### Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

### CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

89

6-Mar-2023

Dear Sampada Kalouni,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Sampada Kalouml

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

2<sup>nd</sup> Feb 2023Letter of Offer

Dear Sanjay Kumar,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**ANNEXURE - I**

**Name of the Employee :** Sanjay Kumar  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



*(Signature)*  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

(91)

## Appointment Letter

**Dear Sarthak Singh,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Mobisoft Labs, Unit 1119, B4 Spaze Itech Park, Sohna Road, Gurgaon 122018



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



(92)

TV/HR/Rec/TL/11/001/09062022

Ref: TL/TK11551/002/769/27022023

Date: 27<sup>th</sup> February 2023

To,

**Shagun Choudhary**

**Correspondence Address:** 113, Vill Bhojpur, Near National Inter College, Hapur Road, Modinagar, Ghaziabad, Uttar Pradesh-245304

**Permanent Residence:** 113, Vill Bhojpur, Near National Inter College, Hapur Road, Modinagar, Ghaziabad, Uttar Pradesh-245304

**Mob/Phone:** 9319947401

**E-mail:** shagunchaudhary794@gmail.com

Name - Shagun Choudhary  
Roll no - 1902310100095  
Branch - CSE (R.O.)  
Batch - 2023

**Sub: Internship cum Offer Letter**

We are glad to offer you an Internship with Teck valley as a Trainee-Software developer under the following terms and conditions:

1. Your all-inclusive, Stipend shall be **INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
2. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and /or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.
8. Absence for a continuous period of five days without prior approval of your Immediate Manager, (including overstay of leave) or during crucial project execution days, as may

Page 1 of 4

Accept and Agree  
join the contract



Accepted on 27<sup>th</sup>

February 2023.



Director  
Engineering College  
Ghaziabad

TV/HR/Rec/TL/11/001/09062022

be intimidated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice period or Notice Pay for termination of employment in this situation.

9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be 1<sup>st</sup> March 2023 or as per Company's discretion.

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.



Page 2 of 4

  
Director  
Engineering College  
Ghaziabad, Ghaziabad

TV/HR/Rec/TU/11/001/09062022

We welcome you and wish you every success in your career with Teck Valley.

With warm regards,

For TeckValley India Pvt Ltd.

*Sheeza Ather*

Feb 28 2023

Sheeza Ather

Manager-HR Recruitment

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date:  Feb 28 2023 16:35 IST

Name: SHAGUN CHOUDHARY

Place: BHOJPUR MODINAGAR



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

TV/HR/Rec/TL/11/001/09062022

## ANNEXURE

**COMPENSATION SHEET**  
**[Monthly in-hand post completion of Training and Probation Period]**

## Schedule A

S.No	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	OTHER ALLOWANCES	-	0
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
<b>Statutory Deduction</b>			
B	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
<b>Statutory Contribution</b>			
D	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>



Director  
 R.D. Engineering College  
 Duha, Ghaziabad

19 Aug 2022

Shivam Chaudhary  
 H.No. 228, Kasba Road,  
 Begmabad, Modinagar,  
 Ghaziabad, 201204

SHIVAM CHAUDHARY  
 RAJKUMAR  
 1902310100096  
 19-23 (Batch)  
 C.S.E

Dear Shivam,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 September 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign separate agreement with the company



Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one

year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements, as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor

Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

ACCEPTED BY  
\_\_\_\_\_

19 Aug 2022

Shivam Chaudhary  
H.No. 228, Kasba Road,  
Begmabad, Modinagar,  
Ghaziabad, 201204

SHIVAM CHAUDHARY

1902310100096

Dear Shivam,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 September 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Gh

ACCEPTED BY



94

6-Mar-2023

Dear Shivam Singh,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee In Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/- . This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition  
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :



Date:



Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Shivam Singh

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to enable you to be adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to:

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Shivam Kumar Pathak  
19023/0100098

915



NovoInvent Software Pvt. Ltd.  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Shivam Kumar Pathak  
RD Engineering College

July 14, 2022

Dear Shivam,

Congratulations, we have selected you in our campus recruitment drive. It is my pleasure to formally confirm our offer to you to join NovoInvent Software's full-time Software Engineering Internship Program, based out of our Noida office. You will be on an internship with us from a mutually agreed date of July 20, 2022, and may have the opportunity to join us as an employee in June, 2023 based on your performance. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining NovoInvent Software.

During your internship, we expect you to report to our Noida office on a fulltime basis. You will be considered a fulltime team member and will have the opportunity to work on actual projects that NovoInvent executes to release web, mobile and services-based systems into "Production".

We will work closely with RD Engineering College during your Internship to allow you to complete any requirements from the College for completing your graduation such as preparing for and taking college examinations.

Our team will mentor you on multiple technologies, and you will have the opportunity to develop a wide range of applications using technologies such as Java EE (Enterprise Edition), PHP, Android, iOS, Struts, Hibernate, REST, SOAP, and a lot more to develop state of the art software systems for our Health Insurance and Healthcare platforms.

You will also work on product design, software design, and have the opportunity to lead teams during your internship. Keeping in mind our commitment to "Creativity, Innovation and Technology", and encouraging your abilities.

#### TERMS OF OFFER

This document outlines the terms and conditions of your internship.

RD

RD Engineering College

F

You have accepted the terms and conditions of this offer.

Signature:

Name:  
Title:



Signature  
Director  
RD Engineering College  
Duhai, Ghaziabad



Page 2 of 5  
Shivam Kumar Pathak  
July 14, 2022

1. We will conduct your performance review in January 2023, based on which we will make an employment offer paying a compensation ranging from Rs 5.5 to 6.5 lakhs per year
2. If you are not selected for an employment offer, we will:
  - a. Allow you to sit for campus placements at RD Engineering College with other companies
  - b. Allow you to continue your 1 year internship with us, expecting a continued fulltime commitment from your side
  - c. Provide you with an improvement plan, and the opportunity to get an employment offer with NovoInvent based on future performance reviews during your internship

If you are selected for employment with NovoInvent, as per RD Engineering College policies you will not have an opportunity to participate in campus placements except with companies offering more than Rs. 12 lakhs per annum.

Further, if you are selected for employment with NovoInvent, you commit to staying employed with us for a period of one year. Separating from the company before this period will carry a financial penalty as outlined under "Separation" below.

Please note that it is not possible to join NovoInvent as an employee.

#### PERFORMANCE REVIEWS

During your internship with us, you will receive a performance review every three to four months. These reviews provide an important opportunity for you to manage your learning and growth. Furthermore, as detailed above, based on your performance review you may be offered an employment opportunity with NovoInvent.

#### INTERNSHIP BENEFITS

Upon joining us, you will be eligible for applicable employee benefits as accorded by our company policies, including:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year

#### SEPARATION

We are committed to having you as an intern with NovoInvent for the full period of this offer, and in helping you attain the performance requirements for employment with us.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 3 of 5  
Shivam Kumar Pathak  
July 14, 2022

However, if you have not received an employment with NovoInvent by January, 2023, you will be allowed to resign from your internship by giving a clear two months' notice in writing.

NovoInvent is going to expend extensive effort and resources in training you in advanced technologies during your internship. You will also learn proprietary systems development approaches and techniques that are unique to NovoInvent. If you receive a job offer from NovoInvent, you are committed to completing your internship, joining the company as an employee and staying employed with the company for at least a period of 1 year. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.

Not taking up the job offer with NovoInvent, or separating from the company before completing 1 year of employment will carry a financial penalty equal to the amount of stipend paid to you during your period of internship.

Please note that you will need to abide by professional and ethical rules of conduct, and the conditions of the NovoInvent Employment Agreement during your internship. Your internship can be terminated by the Company due to your willful misconduct or non-performance or refusal to report for work in accordance with the Company's instructions.

#### PROFESSIONAL AND ETHICAL CONDUCT

You will also be expected to abide by professional, ethical, and NovoInvent Software's requirements, rules, regulations, policies, and practices. At the time of accepting this offer of internship, you must fully disclose all contractual and other restrictions or obligations to other parties, including any non-compete or non-solicitation agreements with prior employers or other organizations, that may or will impose limitations on your professional activities with NovoInvent Software. You are expected to abide by all such restrictions or obligations and to avoid involvement, while employed by NovoInvent Software, in any matter that could pose a conflict of interest as a result of confidential, proprietary or trade secret information obtained by you related to your employment with us. You must tell us if any of these restrictions or obligations are ~~unacceptable~~ unacceptable with you acceptable in this offer of internship or your possibly becoming, and serving as, an employee of NovoInvent Software if we make an offer of employment to you.

#### CONFIDENTIALITY OF OFFER LETTER

Please note that we have offered the compensation mentioned in this letter based on your qualifications, ~~experience~~ experience and your current compensation details, as furnished by you. This information is strictly confidential and is not to be shared with other employees in the organization. In case at any point of time if it is found that the details furnished by you are not correct/true, and/or you have shared this information with your colleagues, this can be a matter of serious disciplinary action.

You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 4 of 5  
Shivam Kumar Pathak  
July 14, 2022

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.

#### INSTRUCTIONS FOR ACCEPTING INTERNSHIP OFFER

Please note that you will be bound by the rules of the NovoInvent Employment Agreement during your internship. This letter and NovoInvent Software's Employment Agreement are intended to be the final, complete, and exclusive statement of the terms of the offer of internship to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer within 5 days of receiving it. Our offer will be valid through this period.

To accept the offer and the terms of this letter, please sign below in the space provided and email a **scanned copy of the entire signed offer letter, and the signed employment agreement to novorecruitment@novoinvent.com** (Please make sure to include all pages).

Note that the list of documents in Annexure A below needs to be provided on the day of joining your internship.

In closing, please again accept our congratulations on this important decision in your career. We hope that you will take full advantage of the opportunities you will be given at NovoInvent Software to realize your full potential. We all look forward to having you join NovoInvent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Kunal Khanna  
Director, Technology Development

Accepted and Agreed To:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 5 of 5  
Shivam Kumar Pathak  
July 14, 2022

**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining your internship:

- Four passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of Aadhaar and PAN Card
- Semester mark sheets



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



95



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 1244712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Shivam Kumar Pathak,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Jevesh Mathur".

**Jevesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "Director".

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze IT Park  
Sector-49, Gurugram - 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



#### Corporate office:

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

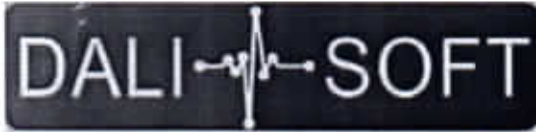
#### Regional offices:

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze ITech Park,  
Sector-49, Gurugram - 122018  
T: +91 1244712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

**12. Internship allowance: Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Shivam Kumar Pathak



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

96



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax +91 20 422 5230  
[www.Indusvalleypartners.com](http://www.Indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Shivani Sain,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners. If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Shivani Sain

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad



190231010000

(17)

#GTBharat  
SHAPING A VIBRANT INDIA

PRIVATE & STRICTLY CONFIDENTIAL

Ms. Shivani Tyagi

**Subject: Internship with Grant Thornton Bharat LLP**

Grant Thornton Bharat LLP  
(formerly Grant Thornton India  
LLP)

5th Floor, 65/2, Block A,  
Bagmane Tridib, Bagmane  
Tech Park, CV Raman Nagar,  
Bengaluru - 560093  
Karnataka, India

T +91 804 243 0700  
F +91 804 126 1228

Dear Shivani Tyagi

Reference our discussions, with you and your Institution, this is to confirm our willingness to provide Internship to you in our Firm starting from 20 June 2022 and ending on 19 June 2023.

Your stipend will be Rs.20,000/- per month (Rupees Twenty thousand only).  
This will be structured and paid to you as per the Firm's policy.

You will do your internship at our Gurgaon office with our dGTL team under the guidance of Mr. Pranav Kaushik | Partner – dGTL.

**GRANT THORNTON BHARAT LLP**



Shivani

Director  
R.D. Engineering College  
Duhai, Ghaziabad

Member firm of Grant Thornton International Ltd.  
Grant Thornton Bharat LLP is registered with limited liability with identity number AAA-7677 and has its registered office at L-41, Connaught Circus, Outer Circle, New Delhi - 110001. Offices in Ahmedabad, Bengaluru, Chandigarh, Chennai, Dehradun, Gurugram, Hyderabad, Kolkata, Kochi, Mumbai, New Delhi, Noida and Pune

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

SHUBHAM NIRMANIYA  
1902310100103

codequotient

09

Dated : 10th June, 2022

**Shubham Nirmaniya**

**Subject: Internship Offer Letter**

Dear Shubham,

Welcome to CodeQuotient.

We are pleased to offer you the position of **Software Development - Intern** in our company.

This letter sets forth the terms of the offer and the attached terms of employment, which if you accept, will govern your employment. Your continued employment will require both satisfactory job performance and compliance with existing and future company policies.

The tentative date for commencement of your internship is **21st June, 2022**. You will intern with us for 12 months and will be deputed to **SurveySensum**. During Internship your stipend will be **25,000 INR** per month. On successful completion of internship, you will be offered a full-time position by **SurveySensum** and your CTC will be **7.5 LPA**.

You are requested to return this letter and each page of the enclosed duly signed in relation of your acceptance of the terms and conditions of your employment.

**For CodeQuotient Pvt. Ltd.**



Authorized Signatory



Director  
R.D. Engineering College  
Duhai, Ghaziabad

100

2<sup>nd</sup> Feb 2023Letter of Offer

Dear Shubham Tyagi,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Noida



**ANNEXURE - I**

**Name of the Employee :** Shubham Tyagi  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\***: (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.

  
Director  
R.D. Engineering College  
Ghaziabad

**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika  
Manager  
Human Resource**



  
**Director  
R.D. Engineering College  
Duhai, Ghaziabad**



**MOBISOFT LABS**

APP. WEB. GAMES

(10)

## Appointment Letter

**Dear Somya Sisodia,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



102



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze ITech Park,  
Sector 49, Gurugram - 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Sonu Gautam,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Neesh Mathur".

**Neesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "Director, R.D. Engineering College".

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhai, Ghazipur

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Internship allowance: **Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Sonu Gautam



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)

1033

6-Mar-2023

Dear Sumit Sharma,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/- This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Sumit Sharma

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The Incentive program is discretionary, subject to change and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your interest.

  
 Director  
 R.D. Engineering College  
 Dhanu, Ghaziabad

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

104

Sweety Sharma  
(1902310100108)  
CSE (4th Year)



NovoInvent Software Pvt. Ltd  
Sixth Floor, Tower 1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Sweety Sharma  
RD Engineering College

Jan 31, 2022

Dear Sweety,

Congratulations, we have selected you in our campus recruitment drive. It is my pleasure to formally confirm our offer to you to join NovoInvent Software's full-time Software Engineering Internship Program, based out of our Noida office. You will be on an internship with us from a mutually agreed date of Feb 7, 2022, and may have the opportunity to join us as an employee in June, 2023 based on your performance. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining NovoInvent Software.

During your internship, we expect you to report to our Noida office on a fulltime basis. You will be considered a fulltime team member and will have the opportunity to work on actual projects that NovoInvent executes to release web, mobile and services-based systems into "Production".

We will work closely with RD Engineering College during your Internship to allow you to complete any requirements from the College for completing your graduation such as preparing for and taking college examinations

Our team will mentor you on multiple technologies, and you will have the opportunity to develop a wide range of systems using tools and technologies such as Java EE (Enterprise Edition), PHP, Android, iOS, Struts, Hibernate, REST, SOAP, and a lot more to develop state of the art software systems for our Health Insurance and Healthcare platforms

You will also work on product design, software design, and have the opportunity to lead teams during your internship, keeping in mind our commitment to "Creativity, Innovation and Technology", and encouraging each team member to develop a well-rounded skillset and capabilities.

TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you

STIPEND

You will be paid a stipend of **Rs. 15,000/-** per month during the period of your internship.

FUTURE JOB OFFER

You have the opportunity to possibly join NovoInvent as an employee based on your performance during your internship. We will use the following process for making job offers to people in our Internship Program.

NovoInvent Software, Sixth Floor, Tower 1, Stellar IT Park, C-25, Sec-62, Noida-201309  
T: +91 120 - 4349074/75



Director  
RD Engineering College  
Durai, Guwahati



Page 2 of 5  
Sweety Sharma  
Jan 31, 2022

1. We will conduct your performance review in January 2022, based on which we will make an employment offer paying a compensation ranging from Rs 5.5 to 6.5 lakhs per year
2. If you are not selected for an employment offer, we will:
  - a. Allow you to sit for campus placements at RD Engineering College with other companies
  - b. Allow you to continue your 1 year internship with us, expecting a continued fulltime commitment from your side
  - c. Provide you with an improvement plan, and the opportunity to get an employment offer with NovoInvent based on future performance reviews during your internship

If you are selected for employment with NovoInvent, as per RD Engineering College policies you will not have an opportunity to participate in campus placements except with companies offering more than Rs. 12 lakhs per annum.

Further, if you are selected for employment with NovoInvent, you commit to staying employed with NovoInvent for a period of at least 1 year. Separating from the company before this period will carry a financial penalty as outlined under 'Separation' below.

**Please note that we are committed to your success and retaining as many interns as possible, so we will work closely with you to achieve the level of performance required to join NovoInvent as an employee.**

#### PERFORMANCE REVIEWS

During your internship with us, you will receive a performance review every three to four months. These reviews provide an important opportunity for you to manage your learning and growth. Furthermore, as detailed above, based on your performance review you may be offered an employment opportunity with NovoInvent.

#### INTERNSHIP BENEFITS

Upon joining us, you will be eligible for applicable employee benefits as accorded by our company policies, including:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year

#### SEPARATION

We are committed to having you as an intern with NovoInvent for the full period of this offer, and in helping you attain the performance requirements for employment with us.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





Page 3 of 5  
Sweety Sharma  
Jan 31, 2022

However, if you have not received an employment with NovoInvent by January, 2023, you will be allowed to resign from your internship by giving a clear two months' notice in writing.

NovoInvent is going to expend extensive effort and resources in training you in advanced technologies during your internship. You will also learn proprietary systems development approaches and techniques that are unique to NovoInvent. If you receive a job offer from NovoInvent, you are committed to completing your internship, joining the company as an employee and staying employed with the company for at least a period of 1 year. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.

Not taking up the job offer with NovoInvent, or separating from the company before completing 1 year of employment will carry a financial penalty equal to the amount of stipend paid to you during your period of internship.

Please note that you will need to abide by professional and ethical rules of conduct, and the conditions of the NovoInvent Employment Agreement during your internship. Your internship can be terminated by the Company due to your willful misconduct or non-performance or refusal to report for work in accordance with the Company's instructions.

#### PROFESSIONAL AND ETHICAL CONDUCT

You will also be expected to abide by professional, ethical, and NovoInvent Software's requirements, rules, regulations, policies, and practices. At the time of accepting this offer of internship, you must fully disclose all contractual and other restrictions or obligations to other parties, including any non-compete or non-solicitation agreements with prior employers or other organizations, that may or will impose limitations on your professional activities with NovoInvent Software. You are expected to abide by all such restrictions or obligations and to avoid involvement, while employed by NovoInvent Software, in any matter that could pose a conflict of interest as a result of confidential, proprietary or trade secret information obtained by you prior to your employment with us. You must tell us if any of these restrictions or obligations are inconsistent with your acceptance of this offer of internship or your possibly becoming, and serving as, an employee of NovoInvent Software if we make an offer of employment to you.

#### CONFIDENTIALITY OF OFFER LETTER

Please note that we have offered the compensation mentioned in this letter based on your qualifications, experience and your current compensation details, as furnished by you. This information is strictly confidential and is not to be shared with other employees in the organization. In case at any point of time if it is found that the details furnished by you are not correct/true, and/or you have shared this information with your colleagues, this can be a matter of serious disciplinary action.

You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.



  
Director  
R.D. Engineering College  
Duhai, Ghazabad



Page 4 of 5  
Sweety Sharma  
Jan 31, 2022

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to a serious disciplinary action.

#### INSTRUCTIONS FOR ACCEPTING INTERNSHIP OFFER

Please note that you will be bound by the rules of the NovoInvent Employment Agreement during your internship. This letter and NovoInvent Software's Employment Agreement are intended to be the final, complete, and exclusive statement of the terms of the offer of internship to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer within 3 days of receiving it. Our offer will be valid through this period.

To accept the offer and the terms of this letter, please sign below in the space provided and email a **scanned copy of the entire signed offer letter, and the signed employment agreement to novorecruitment@novoinvent.com** (Please make sure to include all pages)

Note that the list of documents in Annexure A below needs to be provided on the day of joining your internship.

In closing, please again accept our congratulations on this important decision in your career. We hope that you will take full advantage of the opportunities you will be given at NovoInvent Software to realize your full potential. We all look forward to having you join NovoInvent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Kunal Khanna  
Director, Technology Development



Accepted and Agreed To:

Signature

SWEETY SHARMA

Name

04-02-2022

Date

Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 5 of 5  
Sweety Sharma  
Jan 31, 2022

**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining your internship:

- Four passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of Aadhaar and PAN Card
- Semester mark sheets



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

105



**Indus Valley Partners (India) Pvt. Ltd.**

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India-Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

**Date: 26-May-2022**

**Offer Letter**

Dear Taniya,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Taniya

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad



106

**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Tannu Saxena  
RD Engineering College

Jan 31, 2022

Dear Tannu,

Congratulations, we have selected you in our campus recruitment drive. It is my pleasure to formally confirm our offer to you to join NovoInvent Software's full-time Software Engineering Internship Program, based out of our Noida office. You will be on an internship with us from a mutually agreed date of Feb 7, 2022, and may have the opportunity to join us as an employee in June, 2023 based on your performance. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining NovoInvent Software.

During your internship, we expect you to report to our Noida office on a fulltime basis. You will be considered a fulltime team member and will have the opportunity to work on actual projects that NovoInvent executes to release web, mobile and services-based systems into "Production".

We will work closely with RD Engineering College during your Internship to allow you to complete any requirements from the College for completing your graduation such as preparing for and taking college examinations.

Our team will mentor you on multiple technologies, and you will have the opportunity to develop a wide range of systems using tools and technologies such as Java EE (Enterprise Edition), PHP, Android, iOS, Struts, Hibernate, REST, SOAP, and a lot more to develop state of the art software systems for our Health Insurance and Healthcare platforms.

You will also work on product design, software design, and have the opportunity to lead teams during your internship, keeping in mind our commitment to "Creativity, Innovation and Technology", and encouraging each team member to develop a well-rounded skillset and capabilities.

#### TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you.

#### STIPEND

You will be paid a stipend of **Rs. 15,000/-** per month during the period of your internship.

#### FUTURE JOB OFFER

You have the opportunity to possibly join NovoInvent as an employee based on your performance during your internship. We will use the following process for making job offers to people in our Internship Program:

NovoInvent Software, Sixth Floor, Tower1, Stellar IT Park, C-25, Sec-62, Noida-201309  
T: +91 120 - 4349074/75



*Tannu Saxena*  
R.D. Engineering College  
Duhai, Ghazipur  
#10/02



Page 2 of 5  
Tannu Saxena  
Jan 31, 2022

1. We will conduct your performance review in January 2023, based on which we will make an employment offer paying a compensation ranging from Rs 5.5 to 6.5 lakhs per year
2. If you are not selected for an employment offer, we will:
  - a. Allow you to sit for campus placements at RD Engineering College with other companies
  - b. Allow you to continue your 1 year internship with us, expecting a continued fulltime commitment from your side
  - c. Provide you with an improvement plan, and the opportunity to get an employment offer with NovoInvent based on future performance reviews during your internship

If you are selected for employment with NovoInvent, as per RD Engineering College policies you will not have an opportunity to participate in campus placements except with companies offering more than Rs. 12 lakhs per annum.

Further, if you are selected for employment with NovoInvent, you commit to staying employed with NovoInvent for a period of at least 1 year. Separating from the company before this period will carry a financial penalty as outlined under "Separation" below.

**Please note that we are committed to your success and retaining as many interns as possible, so we will work closely with you to achieve the level of performance required to join NovoInvent as an employee.**

#### PERFORMANCE REVIEWS

During your internship with us, you will receive a performance review every three to four months. These reviews provide an important opportunity for you to manage your learning and growth. Furthermore, as detailed above, based on your performance review you may be offered an employment opportunity with NovoInvent.

#### INTERNSHIP BENEFITS

Upon joining us, you will be eligible for applicable employee benefits as accorded by our company policies, including:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year

#### SEPARATION

We are committed to having you as an intern with NovoInvent for the full period of this offer, and in helping you attain the performance requirements for employment with us.



Tannu Saxena  
7/08/22



Page 3 of 5  
Tannu Saxena  
Jan 31, 2022

However, if you have not received an employment with NovoInvent by January, 2023, you will be allowed to resign from your internship by giving a clear two months' notice in writing.

NovoInvent is going to expend extensive effort and resources in training you in advanced technologies during your internship. You will also learn proprietary systems development approaches and techniques that are unique to NovoInvent. If you receive a job offer from NovoInvent, you are committed to completing your internship, joining the company as an employee and staying employed with the company for at least a period of 1 year. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.

Not taking up the job offer with NovoInvent, or separating from the company before completing 1 year of employment will carry a financial penalty equal to the amount of stipend paid to you during your period of internship.

Please note that you will need to abide by professional and ethical rules of conduct, and the conditions of the NovoInvent Employment Agreement during your internship. Your internship can be terminated by the Company due to your willful misconduct or non-performance or refusal to report for work in accordance with the Company's instructions.

#### PROFESSIONAL AND ETHICAL CONDUCT


You will also be expected to abide by professional, ethical, and NovoInvent Software's requirements, rules, regulations, policies, and practices. At the time of accepting this offer of internship, you must fully disclose all contractual and other restrictions or obligations to other parties, including any non-compete or non-solicitation agreements with prior employers or other organizations, that may or will impose limitations on your professional activities with NovoInvent Software. You are expected to abide by all such restrictions or obligations and to avoid involvement, while employed by NovoInvent Software, in any matter that could pose a conflict of interest as a result of confidential, proprietary or trade secret information obtained by you prior to your employment with us. You must tell us if any of these restrictions or obligations are inconsistent with your acceptance of this offer of internship or your possibly becoming, and serving as, an employee of NovoInvent Software if we make an offer of employment to you.

#### CONFIDENTIALITY OF OFFER LETTER

Please note that we have offered the compensation mentioned in this letter based on your qualifications, experience and your current compensation details, as furnished by you. This information is strictly confidential and is not to be shared with other employees in the organization. In case at any point of time if it is found that the details furnished by you are not correct/true, and/or you have shared this information with your colleagues, this can be a matter of serious disciplinary action.

You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad  
Tannu Saxena  
7/02/22.





Page 4 of 5  
Tannu Saxena  
Jan 31, 2022

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.

### INSTRUCTIONS FOR ACCEPTING INTERNSHIP OFFER

Please note that you will be bound by the rules of the NovoInvent Employment Agreement during your internship. This letter and NovoInvent Software's Employment Agreement are intended to be the final, complete, and exclusive statement of the terms of the offer of internship to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer within 3 days of receiving it. Our offer will be valid through this period.

To accept the offer and the terms of this letter, please sign below in the space provided and email a **scanned copy of the entire signed offer letter, and the signed employment agreement to [novorecruitment@novoinvent.com](mailto:novorecruitment@novoinvent.com)** (Please make sure to include all pages).

Note that the list of documents in Annexure A below needs to be provided on the day of joining your internship.

In closing, please again accept our congratulations on this important decision in your career. We hope that you will take full advantage of the opportunities you will be given at NovoInvent Software to realize your full potential. We all look forward to having you join NovoInvent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Kunal Khanna  
Director, Technology Development

Accepted and Agreed To:

Signature

TANNU SAXENA

Name

04/02/2022

Date



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Tannu Saxena  
7/02/22



Page 5 of 5  
Tannu Saxena  
Jan 31, 2022

**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining your internship:

- Four passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of Aadhaar and PAN Card
- Semester mark sheets



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Tannu Saxena  
7/02/22

107

2<sup>nd</sup> Feb 2023Letter of Offer

Dear Tanya,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource

  
Director  
R.D. Engineering College  
Duhaj, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Tanya  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### **1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### **2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### **3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### **4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### **5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Dunai, Ghazipur

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### **9. Confidential Information**

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### **10. Non-competition Obligation**

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### **11. Dress Code**

You need to dress up with semi formal get up.

### **12. Alternative Occupation**

During your employment with Webkul, you are obliged to work exclusively for us.

### **13. Increment or Promotion**

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Ghaziabad

108

2<sup>nd</sup> Feb 2023Letter of Offer

Dear Tushar,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

Name of the Employee : Tushar  
 Designation : Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaime*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Ghazipur

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Ghaziabad, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

#### 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

#### 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

#### 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Ghaziabad

#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



1091

WEBKUL SOFTWARE PVT. LTD.

CIN : U72300UP2010PTC011791  
A-67 2ND FLOOR SECTOR-63  
NOIDA 201301 (U.P) INDIA  
PHONE : (91) 9650481490  
VISIT US : WWW.WEBKUL.COM2<sup>nd</sup> Feb 2023Letter of Offer

Dear Tushar Sahu,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Tushar Sahu  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,


 Deepika  
 Manager  
 Human Resource

  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\***: (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

• Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

• You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

• In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
GATEWAY TO KNOWLEDGE

#### 14. Retirals

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity**: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note** : All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

119

6-Mar-2023

Dear Tushar Sharma,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai Ghazalbad



## Annexure A

Name: Tushar Sharma

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an international worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ PF Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Name - Vaibhav Garg  
Roll no - 1902310100116

112

OFFER LETTER

To  
Vaibhav Garg,  
A-128 Nandgram, Ghaziabad Pin Code - 201003

Dear Vaibhav,

Congratulations, you have been selected, based on your interview interactions, to our internship/training program. It is my pleasure to formally confirm our offer to you to join **Varaisys Private Limited** (hereinafter, "**the Company**") as a **Trainee Software Engineer**, based in our Noida office. You will continue on an internship/training with us until successful completion of your BTech course on the terms and conditions elaborated in this Offer Letter. You will have an opportunity to join as an employee post successful completion of your training period. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining **Varaisys Pvt. Ltd.**

TERMS & CONDITIONS:

This document outlines the compensation components and the non-financial features of our offer to you:

1. Your appointment is with effect from 01<sup>st</sup> July 2022.
2. Your offer is on the period of 6 months, till the end of your academic course and is subjected to successful completion of your course.
3. A \_\_\_\_\_  
\_\_\_\_\_ from the above.
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_



Director  
R.D. Engineering College  
Duhar, Ghaziabad

resigning in writing and serving the notice period as per the employment contract. If the Employee chooses to exit the company before expiry of aforementioned period, it may be done by giving a written resignation & serving the notice period and compensating the company by paying the total sum of stipend paid to him by the company during his training.

8. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline / trust, your services may be terminated by the company with immediate effect. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.
9. You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.  
All employees at Varaisys are required to sign an NDA, same will be expected from you. If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.
10. This letter is intended to be the final, complete, and exclusive statement of the terms of the offer for training engagement with you. We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **26<sup>th</sup> May 2022**. Our offer will be valid through this date. To accept the offer and the terms of this letter, please sign below in the space provided and email a scanned copy to [hr@varaisys.com](mailto:hr@varaisys.com). (Please make sure to include all pages).

In closing, please again accept our congratulations on this important decision to join Varaisys. We believe you will take full advantage of the opportunity.  
We all look forward to having you join Varaisys team of outstanding professionals.

Sincerely,



Naboneeta Das  
+91-8318032714  
for Human Resource Department  
Dated:  
25/05/2022

Signature \_\_\_\_\_  
Name & Date \_\_\_\_\_



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Ref: TL/TK11551/003/770/27022023

Date: 27<sup>th</sup> February 2023

To,

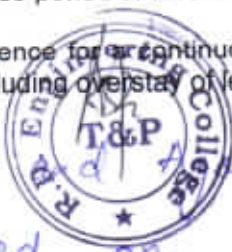
**Vasu Chaudhary****Correspondence Address:** 24, Ghandhi Nagar, Lankapuri, Modinagar, Ghaziabad, Uttar Pradesh, 201204**Permanent Residence:** 24, Ghandhi Nagar, Lankapuri, Modinagar, Ghaziabad, Uttar Pradesh, 201204**Mob/Phone:** 7900934818**E-mail:** chaudharyvasu234@gmail.com**Sub: Internship cum Offer Letter**

We are glad to offer you an Internship with Teck valley as a Trainee-Software developer under the following terms and conditions:

1. Your all-inclusive, Stipend shall be **INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
2. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.
8. Absence for a continuous period of five days without prior approval of your Immediate Manager, (including overstay or leave) or during crucial project execution days, as may

Page 1 of 4

Acceptance of the offer to join the company  
dated on 27<sup>th</sup> February 2023.



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

be intimidated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice period or Notice Pay for termination of employment in this situation.

9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be **1<sup>st</sup> March 2023** or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at:

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.



We welcome you and wish you every success in your career with Teck Valley.

With warm regards,

**For TeckValley India Pvt Ltd.**

Feb 27 2023

**Sheeza Ather**  
**Manager-HR Recruitment**

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Feb 28 2023 13:42 IST

Name: Vasu Chaudhary

Place: Modinagar



**ANNEXURE**  
**COMPENSATION SHEET**  
**[Monthly In-hand post completion of Training and Probation Period]**

**Schedule A**

S.No	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	OTHER ALLOWANCES	-	0
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
<b>Statutory Deduction</b>			
B	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
<b>Statutory Contribution</b>			
D	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>





115



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2478300, Fax: +91 20-422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

**Vidhi Jain**  
Mandi Bapuganj , Ami Nagar Sarai  
Baghpat-250606

### Offer Letter

Dear Vidhi,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax: +91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

**Director, HR & Firm Compliance**

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Vidhi Jain

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad



VIRTUAL EMPLOYEE  
Future of work

19023/0/00/20

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

Ref: TL/TK10949/008/343/07072022

TV/HR/Rec/TL/001/09062022

116

To,

Date: 07<sup>th</sup> July 2022

Vishal Aggarwal,

Correspondence Address: E-85, Choti Market, Govindpuri, Modinagar, Modi Nagar, Ghaziabad, UP-201204

Permanent Address: E-85, Choti Market, Govindpuri, Modinagar, Modi Nagar, Ghaziabad, UP-201204

Mob/Phone: 7895168365

E-Mail: vishal.aggarwal.872632@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, **Stipend shall be INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
2. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

(+91) 0120-4631841/42

hr@teckvalley.com

www.teckvalley.co.in

Regd. Office: L-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
U74999UP2020FTC130932 | GSTIN: 09AAHCT94950120



Director  
R.D. Engineering College  
Ghaziabad



VIRTUAL EMPLOYEE  
Future of work

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be **18<sup>th</sup> July 2022** or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)



(+91) 0120-4631841/42



[hr@teckvalley.com](mailto:hr@teckvalley.com)



[www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office : J-38, Sector 62, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office : TeckValley LLC, 489C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN : U74999UP2022PTC130432 | GSTIN : 09AAHCT9495Q1Z0



Director  
R.D. Engineering College  
Ghaziabad



• TeckValley •



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.



Rajesh Kumar  
General Manager – HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

ANNEXURE



(+91) 0120-4631841/42



hr@teckvalley.com



www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN : U74999UP2019PTC130932 | GSTIN : 09AAHCT9495Q1Z0



Director  
R.D. Engineering College  
Buzurg, Ghaziabad



• TeckValley •



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

COMPENSATION SHEET

[Monthly in-hand post completion of Training and Probation Period]

S. No.	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	OTHER ALLOWANCES	-	0
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
B	<b>Statutory Deduction</b>		
	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
D	<b>Statutory Contribution</b>		
	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



(+91) 0120-4631841/42



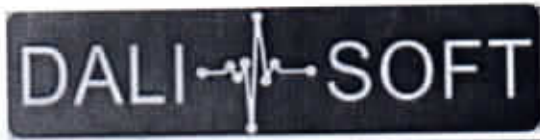
hr@teckvalley.com



www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q1Z0

117



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 1244712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Yashasvi Dwivedi,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in blue ink, appearing to read "James Mathur".

**James Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "R.D. Engineering College".

**Director**  
R.D. Engineering College  
Duhai, Ghazipur

**Corporate office:**  
#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**  
3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062  
#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035  
**Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)**



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,

Sector-49, Gurugram - 122018

T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

**12. Internship allowance: Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Yashasvi Dwivedi



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

2<sup>nd</sup> Feb 2023Letter of Offer

Dear Yashish Chauhan,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Yashish Chauhan  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaime*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,


 Deepika  
 Manager  
 Human Resource

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\***: (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can avail leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

#### 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

#### 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

#### 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility : (Perquisite)** Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



120



**MOBISOFT LABS**

APP. WEB. GAMES

## Appointment Letter

**Dear Deepanshu Singh Rawat,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Labs administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Gurgaon

MOBISOFT LABS, Unit-1119 B4, Spaze Itech Park, Sohna Road, Gurugram 122018



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



**Director**  
R.D. Engineering College  
Duhai, Ghaziabad

(121)

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Navneet Yadav,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Navneet Yadav*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, iTHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

122



**MOBISOFT LABS**

APP. WEB. GAMES

## **Appointment Letter**

**Dear Ravi Pal,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

124



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India, Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Sheetal,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.Indusvalleypartners.com](http://www.Indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Sheetal

Date of acceptance



Director  
R.D. Engineering College  
Duhar, Ghaziabad



125



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018

T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Shubham Upadhyaya,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in blue ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies



**Corporate office:**  
#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**  
3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062  
#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035  
**Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)**

A handwritten signature in blue ink, appearing to read "Devesh Mathur".

**Director**  
R.D. Engineering College  
Duhai Ghaziabad

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

**12. Internship allowance: Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Shubham Upadhyaya

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)**

Rishab Sharma  
2002310109007

126

RISHAB SHARMA

JAN 10, 2023

OFFER OF EMPLOYMENT

Mr. Rishab Sharma  
S/o. Mr. Anil Kumar Sharma  
Gali No-1, Krishna Kunj, Tibra Road, Ghaziabad

Dear Rishab,

Congratulations!

We are pleased to welcome you as **Associate Software Engineer** in **Credex Technology Pvt. Ltd.**, subject to the Terms & Conditions mentioned below.

Your offer letter is enclosed.

This offer letter is valid for three working days from the date of sending this letter to you for your explicit acceptance. The offer will no longer be valid after the elapse of these three working days.

We look forward to the long term and mutually fruitful relationship.



Yours Sincerely,

For Credex Technology Pvt. Ltd



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

JAN 10, 2023

## OFFER LETTER

We are pleased to welcome you as **Associate Software Engineer** in **Credex Technology Pvt Ltd**, subject to the Terms & Conditions mentioned below.

**1. APPOINTMENT DATE:**

Your start date will be July 03, 2023.

**2. REMUNERATION:**

You will be entitled for CTC (Cost To Company) package of **Rs. 5,00,000/-**

**3. LEAVE ENTITLEMENT:**

You will be entitled for the leave as per company policy.

**4. NON-DISCLOSURE AGREEMENT:**

The Company has a non-disclosure of any confidential and/ or proprietary information of the Company and their customers with anyone within and/ or outside the Company. Acceptance of this letter will mean the acceptance and abidance of the non-disclosure agreement acquired verbally or in written form, since the time you joined the Company. Any work done during your employment at Credex Technology, in terms of code development is an Intellectual Property of Credex Technology and its customers. You have no rights, whatsoever on the work done by you. You cannot disclose any confidential, technological or proprietary information that you gathered working at Credex Technology even after leaving the company for the next 3 years unless having a written explicit approval from the Company management. The Company reserves the right to initiate legal or any other recourse as deemed fit by the Company. You may be given a separate NDA document for explicit signature, however, the acceptance of this offer letter means that you are bound and will comply with the NDA clauses.

**5. TERMINATION OF SERVICES:**

Your employment will be subject to termination at any time without assigning any reason and by providing **60 days'** notice on either side. In case, of premature termination, no experience certificate will be issued. In case leave is required to be taken for personal reasons or unforeseen circumstances, it will be treated as leave without pay and the notice period may be extended at the discretion of the Company. Further, in case you leave without providing sufficient notice period, the Company reserves the right to deduct Salary including all other benefits for the insufficient period of notice from any payment that may be due to you. However, if your presence is required for completion of assigned tasks, you may not be relieved earlier than the expiry of your entire notice period. Violation of this would force the company to forfeit all your dues and take necessary legal action for any damages caused to the Company owing to your leaving without serving the entire notice period. The Company reserves the right to recover the loss incurred by Company by your insufficient notice.

You will be on a 3 months' Probation Period on the joining of the organization. During the probation period, you will be covered with the 60 day notice period clause, however, Company can decide to terminate your probation period by giving 60 days' notice with the reason. The reason of premature



JAN 10, 2023

**OFFER LETTER**

termination during the probation period from the company is the discretion on the company and you agree to abide by that.

You will not accept or perform any part time or other work whether honorary or remuneratory, without obtaining prior written permission of the Management. Violation of this would imply that the Company can charge you with financial damages and initiate legal action.

At any stage, within three years of your last working date at Credex Technology, you cannot join or consider any job offer from the existing or past clients of Credex Technology and their partner companies either directly or through a third party.

In the event of any act of indiscipline and/ or unauthorized absence from work and/ or creating unreasonable hindrance in timely completion of the assigned task etc., the employment can be terminated at any time without providing any notice period. The decision of the Company shall be final and binding. In case of such termination of your employment, any consideration for settlement of accounts will be made only after you have ensured knowledge transition and returned all the properties of the Company, their customer and/ or any other material entrusted to your care.

We look forward to the continuation of a long and mutually rewarding relationship.



Yours Sincerely,

For Credex Technology Pvt. Ltd



Director  
R.D. Engineering College  
Duhai, Ghaziabad

### CTC Break-up Sheet

**Name: Rishab Sharma**

**Effective Date: July 03, 2023**

You will be entitled for CTC package of Rs 5,00,000 /- with the breakup details given below:

<b>Salary Break-up</b>		
<b>Part A</b>	<b>Per Month</b>	<b>Per Annum</b>
BASIC	10,800	1,29,600
HRA	5,400	64,800
CONVEYANCE	1,600	19,200
SPECIAL ALLOWANCE	3,800	45,600
<b>TOTAL (A)</b>	<b>21,600</b>	<b>2,59,200</b>
<b>Part B</b>	<b>Per Month</b>	<b>Per Annum</b>
EMPLOYER PF CONTRIBUTION	1,296	15,552
<b>TOTAL (A+B)</b>	<b>22,896</b>	<b>2,74,752</b>
<b>Part C</b>	<b>Per Month</b>	<b>Per Annum</b>
PERFORMANCE INCENTIVE (PI)*	-	25,248
SPECIAL BONUS 1** (Dec 31, 2023)	-	50,000
SPECIAL BONUS 2** (Jun 30, 2024)	-	50,000
<b>TOTAL (A+B+C)</b>	<b>22,896</b>	<b>4,00,000</b>
<b>Part D</b>	<b>Per Month</b>	<b>Per Annum</b>
SPECIAL BONUS 3** (Dec 31, 2024)	-	1,00,000
<b>COST TO THE COMPANY (A+B+C+D)</b>	<b>22,896</b>	<b>5,00,000</b>

#### Notes

1. The above break-up is subject to change, without impacting the total committed CTC to meet the conformity with statutory laws or as per management discretion.
2. Your Basic Salary/ Allowances etc. may be subject to income tax and TDS withholding as per income tax rules and regulations.
3. The PF Contribution mentioned above is as per agreed terms.
4. \* PI - The payout of the PI is between 0-100% and is dependent on the company's evaluation of your performance. The performance evaluation for PI payout will be done during your next year appraisal provided you are employed with Credex Technology and have completed one year since the effective date and not serving the notice period.
5. \*\* Special Bonus - These one-time payouts are payable on the dates mentioned in the table, provided you are employed with Credex Technology and not serving the notice period on the mentioned date.



  
Director  
Engineering College  
Ghaziabad

1271

6-Mar-2023

Dear Vikas Mishra,  
B.Tech/B.E., Computer Science & Engineering  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/- (This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhur, Mahabubabad



## Annexure A

Name: **Vikas Mishra** Designation: **Programmer Analyst Trainee**

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This is available only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

# Cognizant

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

SESSION (2022-2023)

OFFER LETTER

IT BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Dear Aashish Kardam,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except

R.D. Engg  
Duhai, Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



ACCEPTED BY \_\_\_\_\_

**Annexure A**

**Employee Name: Aashish Kardam**

**Designation: Trainee**

**Location: Greater Noida**

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

**Note:**

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



Director  
R.D. Engineering College  
Durai, Chennai

2

TV/HR/Rec/TL/001/09062022

Ref: TL/TK11551/004/840/07042023

Date: 07<sup>th</sup> April 2023

To,

**Abhishek**

**Correspondence Address:** NH-24, Vijay Nagar Bypass, Gali No- 8, Sain Vihar, Ghaziabad, Uttar Pradesh 201009

**Permanent Residence:** NH-24, Vijay Nagar Bypass, Gali No- 8, Sain Vihar, Ghaziabad, Uttar Pradesh 201009

**Mob/Phone:** 9315673395

**E-mail:** vvabhi2776@gmail.com

**Sub: Internship cum Offer Letter**

We are glad to offer you an Internship with Teck valley as a **Trainee-Software Developer** under the following terms and conditions:

1. Your all-inclusive, Stipend shall be **INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
2. You will be on probation/training for a period of 6-9 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.
8. Absence for a continuous period of five days without prior approval of your Immediate Manager, (including overstay of leave) or during crucial project execution days, as may

Accept and Agree to  
join the company  
dated on 07<sup>th</sup> April 2023



Name - Abhishek  
Roll.no - 1902310130002  
Branch - IT (R.O.)  
Batch - 2023

be intimidated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice period or Notice Pay for termination of employment in this situation.

9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be **10<sup>th</sup> April 2023** or as per Company's discretion.

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.





We welcome you and wish you every success in your career with Teck Valley.

With warm regards,

For TeckValley India Pvt Ltd.

**Sheeza Ather**  
**Manager-HR Recruitment**  
Apr 07 2023 21:22 IST

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Apr 07 2023 21:46 IST

Sign your name with date: \_\_\_\_\_

Name: Abhishek

Place: Street Number 8 sain vihar  
Vihar Name Abhishek



Director  
R.O. Engineering College  
Dunal, Guntur

## ANNEXURE

**COMPENSATION SHEET**  
**[Monthly in-hand post completion of Training and Probation Period]**

**Schedule A**

S.No	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
<b>Statutory Deduction</b>			
B	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
<b>Statutory Contribution</b>			
D	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>



  
 Director  
 R.D. Engineering College  
 Duha, Ghazalabad

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Aditya,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource

  
Director  
R.O. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Aditya  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Dunai, Ghazipur

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

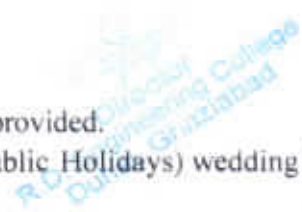
First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.





#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity:** (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



R.D. Engineering College  
Distt. Unnao, U.P.



**MOBISOFT LABS**

APP. WEB. GAMES

(5)

## Appointment Letter

**Dear Ananya,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.





**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



Director  
R.D. Engineering College  
Dumai, Gurgaon



**TO:**

**Anubhav Verma**

**DATE:**

**12 March 2022**

 9319800718

 anubhavvermahere@gmail.com

 Tibra Road St. 2, Modinagar

**Dear Anubhav Verma**

We would like to congratulate you on being selected for the "Digital Marketing and Web Management" internship position with SD Production, effective from "14-Mar-2022". All of us at SD Production are excited that you will be joining our team! We hope you are elevated to start this journey with us.

This Paid Internship with a ₹8000 stipend per month is viewed by SD Production as being an educational opportunity for you. As such, your Paid Internship will include orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class. And, you will find yourself adjoining with numerous opportunities to refine and flaunt your skills.

While performing the internship, you acknowledge your obligation to perform all work illustrated to you to the best of your ability and comply with all lawful and reasonable directions and instructions given to you. We look forward to an abiding and fruitful association with you.

**Regards,**



*Jitendra Soni*  
**Jitendra Soni**  
Co-Founder



**Phone.**  
+91 7830987722



**Email.**  
sdproductionmrt@gmail.com



**Address.**  
Voltas Building , Bhopal Singh  
Market, Meerut

28 June 2022

Dear Ayush Tyagi,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except



as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



R.D. Engineering College  
Durgam Chattri  
Durgam, Ghatia Road

ACCEPTED BY

\_\_\_\_\_

## Annexure A

Employee Name: Ayush Tyagi

Designation: Trainee

Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
<b>Total Gross</b>	<b>328404</b>	<b>27367</b>

### Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

### CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



Director  
R.D. Engineering College  
Duhai, Greater Noida

Roll No - (190231013001)

9



9

# OASIS INFOBYTE

## INTERNSHIP OFFER LETTER

OIB/SIP9278

Dear Chandan Yadav

1/10/2023

We are delighted to welcome you for the internship of **Web Development and Designing** in our fellowship. This internship is observed by **Oasis Infobyte** as being a learning opportunity for you.

In essence, your internship will embrace orientation and give emphasis on learning new skills with a deeper understanding of concepts through hands-on application of the knowledge you gained as an intern. Our team is confident that you will acknowledge your obligation to perform all work allocated to you to the best of your ability within lawful and reasonable direction given to you.

We look forward to a worthwhile and fruitful association which will make you equipped for future projects, wishing you the most enjoyable and truly meaningful internship program experience.

Thank you  
Team Oasis Infobyte



Director  
R.D. Engineering College  
Duhai, Ghaziabad



[contact@oasisinfobyte.in](mailto:contact@oasisinfobyte.in)



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



**MSME**  
MICRO, SMALL & MEDIUM ENTERPRISES  
SME - SHRI MUKHESHWAR ENTERPRISES



Ms. Kumari Karuna  
Ghaziabad

Dated: 25<sup>th</sup> August 2022

Dear Karuna,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 4.2 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 25000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

*nsharma*



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Niyati Sharma

(Manager HR)

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	15500
HRA	7750
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	300
<b>Monthly Gross Salary</b>	<b>28200</b>
Annual Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>Annual CTC</b>	<b>420000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance



Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.

**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



Director  
R.D. Engineering College  
Duhai, Ghaziabad



**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.

*Karuna*

Signature

<Full Name> *Km Karuna*

Acceptance Date *26/08/22*



*Director*  
R.D. Engineering College  
Duhai, Gt.azilabad



**MOBISOFT LABS**

APP. WEB. GAMES

(12)

## **Appointment Letter**

**Dear Km Pooja,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



R.D. Engineering College  
Gurgaon, Haryana



**MOBISOFT LABS**

APP, WEB, GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja



**Signature of the Candidate**

Director  
R.D. Engineering College  
Duhai, Ghaziabad

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Km Priya,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhok, Ghatshab

**ANNEXURE - I**

**Name of the Employee :** Km Priya  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaime*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



**Deepika**  
**Manager**  
**Human Resource**



*Signature*  
 Director  
 R.D. Engineering College  
 Duhai, Ghazalabad



**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### **1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### **2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### **3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### **4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### **5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



R.D. Engineering College  
Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity:** (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**2<sup>nd</sup> Feb 2023**

**Letter of Offer**

**Dear Mayank Kardam,**

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

**Best Regards,**



**Deepika  
Manager  
Human Resource**



**Director  
R.D. Engineering College  
Duhai, Ghaziabad**

**ANNEXURE - I**

**Name of the Employee :** Mayank Kardam  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad



## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



Director  
R. V. Engineering College  
Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

• Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

• You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

• In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



*S.S.P.*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



**14. Retirals**

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity**: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note** : All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika**  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

16

Name - Pinku Kumar  
Rollno - 1902310130018



NovoInvent Software Pvt. Ltd.  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Pinku Kumar  
RD Engineering College

July 14, 2022

Dear Pinku,

Congratulations, we have selected you in our campus recruitment drive. It is my pleasure to formally confirm our offer to you to join NovoInvent Software's full-time Software Engineering Internship Program, based out of our Noida office. You will be on an internship with us from a mutually agreed date of July 20, 2022, and may have the opportunity to join us as an employee in June, 2023 based on your performance. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining NovoInvent Software.

During your internship, we expect you to report to our Noida office on a fulltime basis. You will be considered a fulltime team member and will have the opportunity to work on actual projects that NovoInvent executes to release web, mobile and services-based systems into "Production".

We will work closely with RD Engineering College during your Internship to allow you to complete any requirements from the College for completing your graduation such as preparing for and taking college examinations.

Our team will mentor you on multiple technologies, and you will have the opportunity to develop a wide range of systems using tools and technologies such as Java EE (Enterprise Edition), PHP, Android, iOS, Struts, Hibernate, REST, SOAP, and a lot more to develop state of the art software systems for our Health Insurance and Healthcare platforms.

You will also work on product design, software design, and have the opportunity to lead teams during your internship, keeping in mind our commitment to "Creativity, Innovation and Technology", and encouraging each team member to develop a well-rounded skillset and capabilities.

#### TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you.

#### STIPEND

You will be paid a stipend of **Rs. 15,000/-** per month during the period of your internship.

#### FUTURE JOB OFFER

You have the opportunity to possibly join NovoInvent as an employee based on your performance during your internship. We will use the following process for making job offers to people in our Internship Program:

NovoInvent Software, Sixth Floor, Tower1 Stellar IT Park, C-25, Sec-62, Noida-201309  
T: +91 120 - 4349074/75



R.D. Engineering College  
Duhai, Agra Road



Listen | Understand | Deliver

17

The Unified Cloud Pvt. Ltd.

C - 40, Ground Floor, Sector - 58, Noida, UP - 201301

DATE: 25-Aug-2022

STIPEND LETTER  
Private and Confidential

Mr. Pintu Kumar

Correspondence Address: Chotpur Colony Sec63 Noida  
G.B. Nagar (201301)

Permanent Address: Chotpur Colony Sec63 Noida  
G.B. Nagar (201301)

Mobile: 7550411403

Email ID: pin2kumar9990@gmail.com

Subject: Six Months Training

Dear Mr. Pintu

Welcome to The Unified Cloud Pvt Ltd!



We are pleased to inform you that you have been offered six months project training with our company as part of your course curriculum. You will be working as "Trainee- SDE" and your date of joining is **25<sup>th</sup> August 2022 (Thursday)**. Your proposed stipend shall be **INR 12,000/- per month**. You shall be required to enter a separate service agreement in this regard.

Your performance shall be monitored and reviewed continuously during your training period and may extend suitably if required.

Yours Sincerely,  
For The Unified Cloud Pvt. Ltd.

Snehiata Jokta  
Sr. Executive – HR & Admin

Accepted By,

Name and Signature

Director  
R.D. Engineering College  
Duhai, Ghaziabad

18

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: corp@virsoftech.com

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Priyanka Yadav,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Priyanka Yadav*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**

With the signature below, I accept the offer for employment.



\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

*Director*  
*R.D. Engineering College*  
*Duhai, Gr.12,13,14*



28 June 2022

Dear Priyanshu Kumar,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / Image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential information except



R.D. Engineering College  
Duhai, Greater Noida

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand in our previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



ACCEPTED BY

\_\_\_\_\_

## Annexure A

Employee Name: Priyanshu Kumar

Designation: Trainee

Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
<b>Total Gross</b>	<b>328404</b>	<b>27367</b>

### Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

### CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



Director  
R.D. Engineering College  
Dunai, Gt-021102



Listen | Understand | Deliver



The Unified Cloud Pvt. Ltd.

C - 40, Ground Floor, Sector - 58, Noida, UP - 201301

DATE: 25-Aug-2022

STIPEND LETTER  
Private and Confidential

Mr. Rahul Maheshwari

Correspondence Address: Gali No. 3 Santpura, Govindpuri Modinagar,  
Ghaziabad (201204)

Permanent Address: Gali No. 3 Santpura, Govindpuri Modinagar,  
Ghaziabad (201204)

Mobile: 8938099423

Email ID: rahulmaheshwari194831@gmail.com

Subject: Six Months Training

Dear Mr. Rahul,

Welcome to The Unified Cloud Pvt Ltd!

We are pleased to inform you that you have been offered six months project training with our company as part of your course curriculum. You will be working as "Trainee- SDE" and your date of joining is 25<sup>th</sup> August 2022 (Thursday). Your proposed stipend shall be INR 12,000/- per month. You shall be required to enter a separate service agreement in this regard. Your performance shall be monitored and reviewed continuously during your training period and may extend suitably if required.

Yours Sincerely,  
For The Unified Cloud Pvt. Ltd.

Snehjata Jokta  
Sr. Executive - HR & Admin



Accepted By,

Name and Signature

Rahul Maheshwari  
Rahul.

21

codequotient

(IT)

Dated : 30th June, 2022

Rituraj Jha

Subject: Internship Offer Letter

Dear Rituraj,

Welcome to CodeQuotient.

We are pleased to offer you the position of **Software Development - Intern** in our company.

This letter sets forth the terms of the offer and the attached terms of employment, which if you accept, will govern your employment. Your continued employment will require both satisfactory job performance and compliance with existing and future company policies.

The tentative date for commencement of your internship is **4th July, 2022**. You will intern with us for 12 months and will be deputed to **General Aeronautics**. During Internship your stipend will be **25,000 INR** per month. On successful completion of internship, you will be offered a full-time position by **General Aeronautics** and your CTC will be **9 LPA**.

You are requested to return this letter and each page of the enclosures duly signed as a token of your acceptance of the terms and conditions of your employment.

For CodeQuotient Pvt. Ltd.



Authorized Signatory



Rituraj Jha

Director  
R.D. Engineering College  
Duhai, Ghazalabad

## ANNEXURE A

### DOCUMENTS REQUIRED AT THE TIME OF JOINING

1. Copies of mark sheets of the following (preferably notarized):

- Grade 10th;
- Grade 12th;
- Graduation (all the years);
- Post graduation (all the years); and
- Diploma / other qualifications.

2. Identification and proof of residence (photocopy should be notarized). Any three of the following will do:

- Passport copy;
- PAN;
- AADHAR card;
- License;
- Ration card;
- Others.

3. Stamp size photographs – 2 (two).

4. Passport size photographs – 2 (two).

5. Copy of the relieving letter from previous employer (if previously employed).

6. Copies of experience certificates from all previous employers (if previously employed).

7. Copy of last salary slip / salary certificate (if previously employed).

8. Two professional references (if previously employed).

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.



R.D. Engineering College  
Ritwraj Jha

23

23



To,

HOD PLACEMENT  
R.D ENGINEERING COLLEGE GHAZIABAD  
GHAZIABAD

BHARAT ELECTRONICS LIMITED  
A Govt. of India (Min. of Defence) Enterprise  
P.O. BHARAT. - 201010  
GHAZIABAD (U.P.) INDIA  
Tele :+91 (0120) 2814739  
Website : http://www.bel-india.in

**SUB:INTERNSHIP TRAINING**

Dear Sir,

Please refer to your letter on the captioned matter. We are pleased to inform you that we have enrolled the following student of your College/Institute for undergoing Unpaid Practical Training during the period mentioned against his name :-

Sl NO	NAME	COURSE/ BRANCH	PERIOD OF TRAINING	DATE & TIME FOR REPORTING
1.	SANCHIT SRIVASTAVA	B Tech./IT	15-Jul -2022 to 30-Aug 2022	15-Jul-2022 AT 09:00 AM

1. **MS. MANMOHAN SINGH** , Designation . MGR staff No. 214255 SBU/ Department **SCCS D&E** will be project Guide during the Internship Training.
2. It is apprised that it **will not be possible for us to either prepone or postpone the above training period**. The request for extension in training period will ordinarily be not entertained. You are, therefore, requested to please adhere to the given dates to facilitate our training schedule.
3. Please instruct your student to bring this letter, DULY FILLED IN SECURITY CLEARANCE CERTIFICATE, Student Identity Card and TWO PHOTOGRAPHS AT THE TIME OF JOINING Training in our organization.
4. Your student will have to make his own arrangement for boarding & lodging and transport during the period of training
5. Student has to wear formal dress during training period casual wear will not be allowed inside the factory
6. MOBILE PHONE/PAGER/CD/FLOPPY/PENDRIVE etc. are not permitted inside the factory premises owing to security reasons.
7. You are requested to ensure that your student(s) follow the instructions/rules of the Company and maintain discipline during the training period.
8. Student has to carry this letter along with any one form the listed identity card (**voter Identity Card/Passport /Pan Card /Driving Licence /Photo ID Card**) issued by Central /State Govt./Student Identity Card with photograph issued by recognized college/**Covid-19 Vaccination Certificate**) during Training Period. Both these documents will be required by security for verification purposes
9. Thanking you



For BHARAT ELECTRONICS LIMITED

Director  
R.D. Engineering College  
Ghaziabad

*S. Manoj*  
23/04/2022

Head(HRD)

भारत इलेक्ट्रॉनिक्स लिमिटेड  
एन. आर. इलेक्ट्रॉनिक्स (प्रा. सं. सं.)  
भारत इलेक्ट्रॉनिक्स लिमिटेड

24

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Sandeep Yadav,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Sandeep Yadav*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.





Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**



Director  
R.O. Engineering College  
Dunai, Ghazipur

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**MOBISOFT LABS**

APP. WEB. GAMES

26

## **Appointment Letter**

**Dear Shivam Kumar,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.





**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja



**Signature of the Candidate**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



• TeckValley •

Ref: TL/TK10949/009/344/07072022



VIRTUAL EMPLOYEE  
Future of work

287

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

TV/HR/Rec/TL/001/09062022

To,

Date: 07<sup>th</sup> July 2022

Vaibhav Tyagi,

**Correspondence Address:** 245, Gali No-05, Radhey Shyam Vihar, Phase-1, Muradnagar, Ghaziabad, Uttar Pradesh-201206

**Permanent Address:** 245, Gali No-05, Radhey Shyam Vihar, Phase-1, Muradnagar, Ghaziabad, Uttar Pradesh-201206

**Mob/Phone:** 8439358530

**E-Mail:** tyagivaibhav202@gmail.com

**Sub: Internship cum Offer Letter**

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, **Stipend shall be INR 15,000 per month** during first Three months. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum (See Schedule A in Annexure)**.
2. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of



(+91) 0120-4631841/42



teckvalley.com



www.teckvalley.co.in

Regd. Office: J-38, Sector 63, Block 1, Puram Buddha Nagar - U.P. - 201301  
US Office: TeckValley LLC 4850 US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN: U74999UP2022012317100001 GSTIN: 09AAHCT9495Q1Z0



• TeckValley •



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.



(+91) 0120-4631841/42



www.teckvalley.com



www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q1Z0



• TeckValley •



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be **18<sup>th</sup> July 2022** or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at [\\_hr@virtualemployee.com](mailto:_hr@virtualemployee.com)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt.Ltd.

Rajesh Kumar  
General Manager – HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date: Vaibhav

Name: Vaibhav Tyagi Jul 11 2022

Place: Muradnagar



R.D. Engineering College  
Muradnagar



(+91) 0120-4631841/42



[hr@teckvalley.com](mailto:hr@teckvalley.com)



[www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q1Z0



TeckValley

ANNEXURE



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

COMPENSATION SHEET

[Monthly in-hand post completion of Training and Probation Period]

S. No.	SALARY COMPONENTS	MONTH(INR)	ANU(INR)
A	BASIC	21,100	253200
	HOUSE RENT ALLOWANCES	3,269	39228
	OTHER ALLOWANCES	-	0
	<b>GROSS SALARY(Total-A)</b>	<b>24,369</b>	<b>292428</b>
B	<b>Statutory Deduction</b>		
	Employee PF (12%)	1,800	21600
	<b>Total Deduction -C</b>	<b>1,800</b>	<b>21600</b>
C	<b>Net Take Home Salary</b>	<b>22,569</b>	<b>270,828</b>
D	<b>Statutory Contribution</b>		
	Employer PF (13%)	1,950	23400
	Gratuity (4.81%)	1,015	12180
	Health Insurance	167	1999
	<b>Total Contribution of Employer</b>	<b>3,132</b>	<b>37579</b>
E	<b>Total Cost to Company(CTC)</b>	<b>27,501</b>	<b>330007</b>

Director  
R.O. Engineering College  
Durai, Gramanagar

[+91] 0120-4631841/42



www.teckvalley.co.in

Regd. Office : J-38, Sector 03, Noida, Uttar Pradesh Buddha Nagar - U.P. - 201301  
US Office : TeckValley LLC, 485 W. High Street South, Suite 350, Iselin, NJ 08830  
CIN : U74999UP2020FTC 30952, IAS TIN : 09AAHCT9495Q1Z0

2<sup>nd</sup> Feb 2023Letter of Offer

Dear Vandana kardam,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Gurgaon



**ANNEXURE - I**

**Name of the Employee :** Vandana Kardam  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.O. Engineering College  
 Duha, Gaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\***: (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Dabra, Ghazalabad

## ANNEXURE -II

### **1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### **2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### **3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### **4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### **5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



R.D. Engineering College  
Noida, India

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



Director  
R.D. Engineering College  
Dunai, Ghaziabad

**14. Retirals**

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note** : All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika**  
**Manager**  
**Human Resource**



Director  
R.D. Engineering College  
Ghaziabad

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Vishant Kumar,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource

  
Director  
R.D. Engineering College  
Ghaziabad, Gt. Noida

**ANNEXURE - I**

**Name of the Employee :** Vishant Kumar  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Duhai, Gurgaon



**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



T.S.G.  
Director  
R.D. Engineering College  
Noida, Uttar Pradesh

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



Director  
P.O. Engineering College  
Ghazalabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Dr. S. K. Singh  
R.D. Engineering College  
Durai, Guwahati

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



R.D. Engineering College  
Duhai, Ghaziabad

**14. Retirals**

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

Note : All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika**  
Manager  
Human Resource



P. D. Engineering College  
GATEWAY  
GATEWAY

VARAISYS

CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

OFFER LETTER

To  
Yash Verma,  
MALOOK SHAH, NEW BAZAR, Shamli, Uttar Pradesh, 247776

Dear Yash,

Congratulations, you have been selected, based on your interview interactions, to our internship/training program. It is my pleasure to formally confirm our offer to you to join **Varaisys Private Limited** (hereinafter, "**the Company**") as a **Trainee Software Engineer**, based in our Noida office. You will continue on an internship/training with us until successful completion of your BTech course on the terms and conditions elaborated in this Offer Letter. You will have an opportunity to join as an employee post successful completion of your training period. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining **Varaisys Pvt. Ltd.**

TERMS & CONDITIONS:

This document outlines the compensation components and the non-financial features of our offer to you.

1. Your appointment is with effect from **01<sup>st</sup> July 2022**.
2. You will be on the period of Internship till the end of your academic course and is subjected to successful completion of the course.
3. A sum of Rs 15,000/- (Rupees Fifteen Thousand only) per month will be paid to you as stipend. You will not be entitled to any other benefits, apart from the above.
4. Your primary Job location will be at Noida, UP. However, during this tenure, you can be transferred to any other department/division of the company, anywhere in India, at management discretion
5. The Company reserves the right to prematurely end the training period on grounds of misconduct or performance issues and / or violation of any rules and regulations or standing orders of the Company. The Trainee may request cessation of training program by giving thirty calendar days' notice and upon payment of stipend received till date from the company.
6. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period may be terminated prematurely or extended by a maximum of six months with an interim review after three months. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre. Varaisys may make an offer to you on completion of your academic course. The offer will be @4LPA or more. The offer may be declined by paying the summation of total stipend paid during the training period.
7. Varaisys has expended extensive effort and resources in training you in advanced technologies during your internship. You learnt proprietary systems development approaches and techniques that are unique to Varaisys. On Acceptance of the offer, employee needs to continue to work for the company for a

period of minimum 1 year. Post 1-year period, employee may leave the organization at free will by resigning in writing and serving the notice period as per the employment contract. If the Employee chooses to exit the company before expiry of aforementioned period, it may be done by giving a written resignation & serving the notice period and compensating the company by paying the total sum of stipend paid to him by the company during his training.

8. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline / trust, your services may be terminated by the company with immediate effect. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.
9. You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.  
All employees at Varaisys are required to sign an NDA, same will be expected from you. If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.
10. This letter is intended to be the final, complete, and exclusive statement of the terms of the offer for training engagement with you. We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **26<sup>th</sup> May 2022**. Our offer will be valid through this date. To accept the offer and the terms of this letter, please sign below in the space provided and email a scanned copy of the entire signed offer letter to [hr@varaisys.com](mailto:hr@varaisys.com) (Please make sure to include all pages).

In closing, please again accept our congratulations on this important decision in your career. We hope that you will take full advantage of the opportunities you will be given at Varaisys Pvt. Ltd. to realize your full potential. We all look forward to having you join Varaisys team of outstanding professionals.

Sincerely,

Accepted and Agreed To:

*Naboneeta*

Naboneeta Das  
+91-8318032714  
for Human Resource Department  
Dated:  
25/05/2022



Signature \_\_\_\_\_  
Name & Date \_\_\_\_\_

Director  
R.D. Engineering College  
Ghatigaon, Ghatigaon

33



**Offer For Internship**

Yashika Sharma  
1902310130038

**Dear Yashika Sharma,**

**Date: 10<sup>th</sup>-October-2022**

Following your application, we are pleased to inform you that you have been considered for an internship in this company. You will be stationed at our Noida office with effect from **12<sup>th</sup> -October-22**. You are required to report to the office at 10:00 am for the placement on this day.

1. You'll be getting the **Stipend of Rs 7000** per month.
2. Your Stipend amount will be paid on the 7<sup>th</sup> day of the following month for your services rendered during the prior month.
3. You will be getting 1 day leave in case of any emergency condition only.

The terms of engagement are as follows:

1. Reporting Time: 10:00 AM daily
2. Shift timing in summer is 10AM-7:00 PM in winters it is 9:30AM-6:30PM.
3. Period of Engagement: 12<sup>th</sup>-October-22 to 31<sup>st</sup> January-22

**You will be working as an intern in Technical department.**

Please sign the letter as a token of acceptance of the offer.

With best wishes & Kind Regards,

**Neha Jain**  
Neha Jain  
Partner & HR Head



Agreed & Accepted

  
Signature of the candidate

  
R.D. Engineering College  
Duhai, Ghaziabad



28 June 2022

Dear Sourabh Verma,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. :
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential information except



as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



ACCEPTED BY  
.....

## Annexure A

Employee Name: Sourabh Verma

Designation: Trainee

Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

### Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

### CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



Director  
R.D. Engineering College  
Greater Noida, Greater Noida

35

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Sumaila tabassum,

SUB: LETTER OF OFFER OF EMPLOYMENT – Associate Software Engineer

Dear Sumaila tabassum,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



R.D. Engineering College  
Dumraon

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, iTHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**



With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

SESSION (2022-2023)

OFFER LETTER

ECE BRANCHE



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

2

# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

Date: 10-April-2023

Aayush

**Subject: Contract Letter for the Post of Wireman**

Dear Aayush

With reference to your application for contractual employment and subsequent interview with us, we are pleased to offer you appointment for a fixed period of employment w.e.f. **19-April-2023 to 19-April-2024 as Wireman on deputation at Bharti Airtel Limited** on total yearly CTC of **Rs. 241620/- (Rupees Two Lac Fourty One Thousand Six Hundred Twenty).**

1. Your fixed term contract appointment will take effect from the date of your joining i.e. **19-April-2023**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Your services are liable to termination at one month's notice or payment in lieu thereof. You shall also give a similar notice of resignation or forfeit one month's gross salary in lieu thereof. No notice shall however, be effective if it is given during the leave period and that you will not be entitled to proceed on leave during the notice period.
3. Upon acceptance of this letter, the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated therein.
4. You will be governed by the policies of the client's organization with respect to working hours, leave and holidays and the entitled leave stands lapse if not taken. However, the company/ client reserves the right to modify/ alter your hours of work from time to time. In addition to this you shall also abide by any training that may be offered to you by the client.
5. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.



Director  
R.D. Engineering College  
Ghaziabad

*[Handwritten signature]*



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4571698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

6. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.
7. Your appointment is subject to your being found medically fit, your submitting copies of your certificates and testimonials mentioned and relied upon in your application, salary certificate and relieving letter from your last employer, your reference being found correct and satisfactory by us, and your submitting two passport size photographs.
8. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
9. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.
10. Initially, your place of deputation at present will be at **Bharti Airtel Limited, South Delhi**. The Management reserves the right to utilize your services on deputation to our clients at any place on fixed term contract and your services are liable to utilize elsewhere in India through our group branch offices either in existence or which may come into existence herein after at the place of posting or at any such other place where the company may have any business interest.
11. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
12. You will not indulge in any activity, which may be contrary to or inconsistent with or prejudicial to the interests of the company during the period of your employment. After joining your duty you shall be whole time employee of the company and shall not engage yourself in any other work, profession or employment either honorary or otherwise during the period of your employment.



R.D. Engineering College  
Ghaziabad

*[Handwritten signature]*



Corporate Office: Prime Tower 2S7-2S8, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)





# PLANET PCI

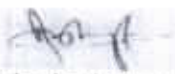
INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

13. You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.
14. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
15. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as per company policy, against you.
16. In case of any default / violation / dispute or interpretation of any part of this appointment letter or the rules governing your service or otherwise, however arising, the decision of the Management thereon shall be final and binding. For enforcement of this agreement and the management decisions in that respect or in the event of any dispute arising out of breach of any terms and conditions stipulated herein will be governed by the courts of Delhi only.

You are requested to sign the duplicate copy of this letter as confirmation and acceptance of the above stated terms and conditions of your fixed term contractual appointment.

Yours faithfully,  
for Planet PCI Infotech Ltd.

  
Authorized Signatory

Declaration by the employee:  
I have read and understood the above terms  
and conditions and undertake to abide by them.

Signature of the Employee



  
Director  
R.D. Engineering College  
Gurgaon, Haryana



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



### Annexure A

Salary Breakup		
Break Up	Monthly	Annually
Basic Salary	14845	178140
HRA	876	10512
Conveyance Allowance	0	0
statutory Bonus	1237	14844
Other Allowance	0	0
Risk Allowance	0	0
<b>Gross(A)</b>	<b>16958</b>	<b>203496</b>
PF Contribution Employee	1781	21372
ESIC Employee	128	1536
LWF Employee	0	0
PT	0	0
<b>Total Deductions (A)</b>	<b>1909</b>	<b>22908</b>
PF Contribution Employer	1930	23160
ESIC Employer	552	6624
LWF Employer	0	0
Employee Benefit	695	8340
<b>Total Deductions (B)</b>	<b>3177</b>	<b>38124</b>
<b>Net Payable (A - B)</b>	<b>15049</b>	<b>180588</b>
<b>Cost To Company (A+B)</b>	<b>20135</b>	<b>241620</b>

*[Handwritten Signature]*



Director  
R.D. Engineering College  
Ghaziabad



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



To

2<sup>nd</sup> JAN, 2023

Mr. Sanjeev Sharma

RDEC Ghaziabad (UP)

**Subject: Industrial Training cum Placement offer of Your Student in our company.**

Dear Sir,

We are pleased to inform you that has been shortlisted for the **Internship training for six months at Minda Corporation Ltd** with a monthly stipend of **INR 10,000 (Ten Thousand Only)**. We welcome **SALFI MOHIDDIN** in our plant for internship for the period of **06<sup>th</sup> March '23 to 06<sup>th</sup> March '23**.

Please confirm to us arrival date by email: [hirdyanand.hirdya@mindacorporation.com](mailto:hirdyanand.hirdya@mindacorporation.com)

As per standard system and procedure, training opportunity is granted on the following terms:

**A. Internship Training:**

1. It is presumed that identification of student is well verified by your college during admission.
2. Internship Trainee will report to our factory with copy of this letter signed by TPO of your college, he/she should carry college ID card. It is required for verification.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 95% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible only for providing training opportunity. Company is not responsible for any liability arising out of any miss happening /accident during internship training period.
5. Internship Trainee will do project in our company as assigned to his/her at Noida/Gr. Noida location.
6. Internship Trainee will have to submit one copy of project report to us, on completion of project for our records.
7. Internship Trainee will abide by factory rules & regulation of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the company.
8. Internship Trainee will do the project under the mentorship which will be assigned by the HR.
9. Company does not provide Hostel/Accommodation & Transport facility will be provided as per company norms to internship trainee.
10. During course of internship training, trainee will be going through various internal sensitive information. You should be fully aware of the sensitive nature of Company's information and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its clients.



H. [Signature]

11. No documents or stationery or any other material of confidential nature should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.
12. You will ensure that no additional softwares /unlicensed softwares other than those provided by the Company would be loaded in the desktop / laptop / work station provided by the company. For such unauthorized uploading / installation you will make yourself liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this clause, the Company shall have a right to claim appropriate remedies available under the laws with no claim to the Company.

#### B. National Apprenticeship Training:

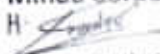
13. After completion of internship training for the period of six months, you will undergo the National Apprenticeship Training program for the period of 1 year at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand Only).
14. Projects/applications will be assigned as per your deployment in the specific department for which you will learn and perform under guidance of Supervisor/Mentor.
15. Performance of your projects and learning will be monitored and reviewed on periodic basis.
16. You will be entitled for leaves as per company policy in-line with NATS Board.

#### C. Permanent Employment:

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company roll as an "Engineer" at Level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000/Month (Thirty Thousand Per Month).
18. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your training and employment with the company and such invention will be the sole property of the company.

Best Wishes

For Minda Corporation Ltd.,

  
Hirdyanand Hirya  
Lead HR, MCL BV1



  
Director  
R.D. Engineering College  
Ghaziabad

6

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 13-Feb-2023

Name Of the Candidate: ANKITA  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Engineer-EC

Dear ANKITA

With reference to your application and the interview you had with us on 13-Jan-2023, we are pleased to offer you an assignment in our organization as "Engineer-EC", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 22-Feb-2023. Kindly

submit the following at the time of joining:

- Recent Passport size photo- 4
- Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card )
- Relieving letter from your previous employer(For experienced)
- Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 14th-August-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the three days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.



During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. There should not be any reappear/backlog at the time of joining. In that scenario the joining offer will be terminated immediately. We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)

9. 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.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,

  
Jasmeet  
CEO  
Vansh  
VNS  
BAGAR  
E-Mail: [hr@vanshconstructions.in](mailto:hr@vanshconstructions.in)



  
Director  
R.D. Engineering College  
Duhar, Guzzliabad

9

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 13-Feb-2023

Name Of the Candidate: DEEPANSHU  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Uttar Pradesh  
Subject: Job Offer Letter for the post of Engineer-EC

Dear DEEPANSHU

With reference to your application and the interview you had with us on 13-Jan-2023, we are pleased to offer you an assignment in our organization as "Engineer-EC", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 22-Feb-2023. Kindly

submit the following at the time of joining:

- a) Recent Passport size photo- 4
- b) Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card )
- c) Relieving letter from your previous employer(For experienced)
- d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 14th-August-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced), In the absence of this, our offer of employment stand cancelled.

Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the three days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave > training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You shall be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Services.



During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. There should not be any reappear/backlog at the time of joining. In that scenario the joining offer will be terminated immediately. We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)

9. 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.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card, Driving licence and Photo.

Yours Faithfully,

*Jasmeet Sharma*

Jasmeet Sharma  
CEO

Vansh Construction  
1903 STREET, GATE NO. 1, SHIMESH  
NEGAR, GATE NO. 1, JALAN  
E-mail: [hr@vanshconstructions.in](mailto:hr@vanshconstructions.in)



*R.D. Engineering College*  
Director  
R.D. Engineering College  
Duha, Ghazalabad



10

2<sup>nd</sup> JAN, 2023

To

Mr. Sanjeev Sharma

RDEC Ghaziabad (UP)

**Subject: Industrial Training cum Placement offer of Your Student in our company.**

Dear Sir,

We are pleased to inform you that has been shortlisted for the **Internship training for six months at Minda Corporation Ltd** with a monthly stipend of INR 10,000 (Ten Thousand Only). We welcome SALFI MOHIDDIN in our plant for internship for the period of 06<sup>th</sup> March '23 to 06<sup>th</sup> March '23.

Please confirm to us arrival date by email: [hirdyanand.hirdya@mindacorporation.com](mailto:hirdyanand.hirdya@mindacorporation.com)

As per standard system and procedure, training opportunity is granted on the following terms:

**A. Internship Training:**

1. It is presumed that identification of student is well verified by your college during admission.
2. Internship Trainee will report to our factory with copy of this letter signed by TPO of your college, he/she should carry college ID card. It is required for verification.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 95% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible only for providing training opportunity. Company is not responsible for any liability arising out of any miss happening /accident during internship training period.
5. Internship Trainee will do project in our company as assigned to his/her at Noida/Gr. Noida location.
6. Internship Trainee will have to submit one copy of project report to us, on completion of project for our records.
7. Internship Trainee will abide by factory rules & regulation of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the company.
8. Internship Trainee will do the project under the mentorship which will be assigned by the HR.
9. Company does not provide Hostel/Accommodation & Transport facility will be provided as per company norms to internship trainee.
10. During course of internship training, trainee will be going through various internal sensitive information. You should be fully aware of the sensitive nature of Company's information and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its employees.



H. [Signature]

Director  
R.D. Engineering College  
Duhai, Ghaziabad

11. No documents or stationary or any other material of confidential nature should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

12. You will ensure that no additional softwares /unlicensed softwares other than those provided by the Company would be loaded in the desktop / laptop / work station provided by the company. For such unauthorized uploading / installation you will make yourself liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this clause, the Company shall have a right to claim appropriate remedies available under the laws with no claim to the Company.

**B. National Apprenticeship Training:**

13. After completion of internship training for the period of six months, you will undergo the National Apprenticeship Training program for the period of 1 year at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand Only).

14. Projects/applications will be assigned as per your deployment in the specific department for which you will learn and perform under guidance of Supervisor/Mentor.

15. Performance of your projects and learning will be monitored and reviewed on periodic basis.

16. You will be entitled for leaves as per company policy in-line with NATS Board.

**C. Permanent Employment:**

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company roll as an "Engineer" at Level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000/Month (Thirty Thousand Per Month).

18. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your training and employment with the company and such invention will be the sole property of the company.

**Best Wishes**

**For Minda Corporation Ltd.,**

*H. Hirdeya*

**Hirdyanand Hirdya**

**Lead HR, MCL BV1**



*H. Hirdeya*  
Director  
R.D. Engineering College  
Duhai, Gujrat

11

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 13-Feb-2023

Name Of the Candidate: DEEPANSHU TYAGI  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Engineer-EC

Dear DEEPANSHU TYAGI

With reference to your application and the interview you had with us on 13-Jan-2023, we are pleased to offer you an assignment in our organization as "Engineer-EC", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 22-Feb-2023. Kindly

submit the following at the time of joining:

- a) Recent Passport size photo- 4
- b) Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card )
- c) Relieving letter from your previous employer(For experienced)
- d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 14th-August-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the three days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Attendance for a continuous period of three days without prior approval of your superior, (including overstay on leave & training) would result in your losing your lien on the service and the same shall automatically terminate on end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company.



During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. There should not be any reappear/backlog at the time of joining. In that scenario the joining offer will be terminated immediately. We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical).

9. 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.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card, Driving licence and Photo.

Yours Faithfully,

Jasmeet Sharma

Jasmeet Sharma

CEO,

Vansh Construction

1165 STREET NO. 10 DASHIM

NAGAR MOGA Punjab 1420

E-mail: [hr@vanshconstructions.in](mailto:hr@vanshconstructions.in)



R.D. Engineering College  
Duhai, Ghaziabad

12

2<sup>nd</sup> JAN, 2023

To

Mr. Sanjeev Sharma

RDEC Ghaziabad (UP)

**Subject: Industrial Training cum Placement offer of Your Student in our company.**

Dear Sir,

We are pleased to inform you that has been shortlisted for the **Internship training for six months at Minda Corporation Ltd** with a monthly stipend of INR 10,000 (Ten Thousand Only). We welcome **SALFI MOHIDDIN** in our plant for internship for the period of **06<sup>th</sup> March '23 to 06<sup>th</sup> March '23**.

Please confirm to us arrival date by email: [hirdyanand.hirdya@mindacorporation.com](mailto:hirdyanand.hirdya@mindacorporation.com)

As per standard system and procedure, training opportunity is granted on the following terms:

**A. Internship Training:**

1. It is presumed that identification of student is well verified by your college during admission.
2. Internship Trainee will report to our factory with copy of this letter signed by TPO of your college, he/she should carry college ID card. It is required for verification.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 95% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible only for providing training opportunity. Company is not responsible for any liability arising out of any miss happening /accident during internship training period.
5. Internship Trainee will do project in our company as assigned to his/her at Noida/Gr. Noida location.
6. Internship Trainee will have to submit one copy of project report to us, on completion of project for our records.
7. Internship Trainee will abide by factory rules & regulation of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the company.
8. Internship Trainee will do the project under the mentorship which will be assigned by the HR.
9. Company does not provide Hostel/Accommodation & Transport facility will be provided as per company norms to internship trainee.
10. During course of internship training, trainee will be going through various internal sensitive information. You should be fully aware of the sensitive nature of Company's information and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its client.



H. Sharma

R.D. Engineering College  
Ghaziabad

11. No documents or stationery or any other material of confidential nature should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

12. You will ensure that no additional softwares /unlicensed softwares other than those provided by the Company would be loaded in the desktop / laptop / work station provided by the company. For such unauthorized uploading / installation you will make yourself liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this clause, the Company shall have a right to claim appropriate remedies available under the laws with no claim to the Company.

**B. National Apprenticeship Training:**

13. After completion of internship training for the period of six months, you will undergo the National Apprenticeship Training program for the period of 1 year at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand Only).

14. Projects/applications will be assigned as per your deployment in the specific department for which you will learn and perform under guidance of Supervisor/Mentor.

15. Performance of your projects and learning will be monitored and reviewed on periodic basis.

16. You will be entitled for leaves as per company policy in-line with NATS Board.

**C. Permanent Employment:**

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company roll as an "Engineer" at Level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000/Month (Thirty Thousand Per Month).

18. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your training and employment with the company and such invention will be the sole property of the company.

Best Wishes

For Minda Corporation Ltd.

H. Hiranya

Hirdyanand Hirdya

Lead HR, MCL BV1



Director  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Dear Gauri Shankar,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company.

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except



R.D. Enterprises  
Juhapura, Gandhinagar

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



ACCEPTED BY  
\_\_\_\_\_



## Annexure A

Employee Name: Gauri Shankar

Designation: Trainee

Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

### Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

### CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



Director  
R.D. Engineering College  
Ghaziabad

1/5/24, 4:51 PM

R.D. ENGG COLLEGE Mail - Regarding Harsh Porwal



RDEC PLACEMENTCELL <placement@rdec.in>

## Regarding Harsh Porwal

1 message

Shalu Kapoor <shalukpr@gmail.com>  
To: placement@rdec.in


Tue, Sep 20, 2022 at 5:28 PM

Sir,

We are pleased to inform that **Harsh Porwal** from **R D Engineering College** has been selected for the position of **Trainee – Business Development** with **Smart Roof Solar Solutions Pvt Ltd., Gurugram, Haryana.**

He is required to report to us for joining on **21-09-2022(Wednesday) at 9:00 am** at our office. Please inform him.

–  
Vice President (IT and Training)  
M: (+91) 8826437303

Smart Roof Solar Solutions Pvt Ltd 

2315/23D, Rajiv Nagar, Sec - 14,  
Gurgaon, Haryana - 122001, INDIA

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



  
Director  
R.D. Engineering College  
Dunai, Ghaziabad



## Offer from AHS

1 message

<mail.recruit@accesshealthcare.com>  
To: harunosk6398693531@gmail.com  
Cc: hiring\_india@pacificbpo.com

Tue, 22 Nov 2022 at 7:55 pm



Dear Harun M,

We are pleased to confirm that you have been selected by Pacific BPO, to join us as a **Trainee**.

**About Pacific BPO, an Access Healthcare company,**

We are a leading provider of healthcare revenue cycle management services to healthcare providers and intermediaries based in the US. As part of Access Healthcare, we,

- employ over 12,000 people in the US, India, and the Philippines
- support over 300,000 physicians
- have one of the largest team of offshore medical coders
- are leading the transformation of the healthcare revenue cycle industry with our flagship robotic process automation platform

To learn more about us, please visit [www.pacificbpo.com](http://www.pacificbpo.com)

We are confident you will find this opportunity both challenging and rewarding. We are eager to welcome you.

Warm Regards,  
HR Team



R.O. Engineering College  
Durai, Guzhatnad

\*\* This is a system generated mail. Please do not respond to this mail.  
For any further assistance, please write to [hrmg\\_india@pacificbpo.com](mailto:hrmg_india@pacificbpo.com) \*\*

**Legal Disclaimer:**

The information contained in this message (including all attachments) may be privileged and confidential. It is intended to be read only by the individual or entity to whom it is addressed or by their designee. If the reader of this message is not the intended recipient, please destroy this message immediately and also please note that you are on notice that any distribution of this message, in any form, is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete or destroy any copy of this message.

Name → Harun

Roll No → 1902310310021

Branch → ECE 4th year

email → harun.ejkg390693531@gmail.com.

date → 21/01/2023

Father Name → MEHRAJ



  
Director  
R.O. Engineering College  
Duhai, Graveland

## OFFER LETTER

To

Janvi Tyagi,  
Shiv enclave near Hanuman temple asalatnagar Muradnagar  
Pin code-201206

Dear Janvi,

Congratulations, you have been selected, based on your interview interactions, to our internship/training program. It is my pleasure to formally confirm our offer to you to join Varaisys Private Limited (hereinafter, "the Company") as a **Trainee Software Engineer**, based in our Noida office. You will continue on an internship/training with us until successful completion of your BTech course on the terms and conditions elaborated in this Offer Letter. You will have an opportunity to join as an employee post successful completion of your training period. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining **Varaisys Pvt. Ltd.**

### TERMS & CONDITIONS:

This document outlines the compensation components and the non-financial features of our offer to you.

1. Your appointment is with effect from **01<sup>st</sup> July 2022**.
2. You will be on the period of Internship till the end of your academic course and is subjected to successful completion of the course.
3. A sum of Rs 15,000/- (Rupees Fifteen Thousand only) per month will be paid to you as stipend. You will not be entitled to any other benefits, apart from the above.
4. Your primary Job location will be at Noida, UP. However, during this tenure, you can be transferred to any other department/division of the company, anywhere in India, at management discretion
5. The Company reserves the right to prematurely end the training period on grounds of misconduct or performance issues and / or violation of any rules and regulations or standing orders of the Company. The Trainee may request cessation of training program by giving thirty calendar days' notice and upon payment of stipend received till date from the company.
6. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period may be terminated prematurely or extended by a maximum of six months with an interim review after three months. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre. Varaisys may make an offer to you on completion of your academic course. The offer will be @4LPA or more. The offer may be declined by paying the summation of total stipend paid during the training period.
7. Varaisys has expended extensive effort and resources in training you in advanced technologies during your internship. You learnt proprietary systems development approaches and techniques that are unique to Varaisys. On acceptance of the offer, employee needs to continue to work for the company for a



period of minimum 1 year. Post 1-year period, employee may leave the organization at free will by resigning in writing and serving the notice period as per the employment contract. If the Employee chooses to exit the company before expiry of aforementioned period, it may be done by giving a written resignation & serving the notice period and compensating the company by paying the total sum of stipend paid to him by the company during his training.

8. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline / trust, your services may be terminated by the company with immediate effect. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.
9. You are not to publish or disclose company confidential information electronically or otherwise either on social media or to any individual or company. You are not to publish this offer letter before or after joining the Company. You are not to respond to any competitor or other person posting negative reviews or comments about the Company.  
All employees at Varaisys are required to sign an NDA, same will be expected from you. If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.
10. This letter is intended to be the final, complete, and exclusive statement of the terms of the offer for training engagement with you. We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **26<sup>th</sup> May 2022**. Our offer will be valid through this date. To accept the offer and the terms of this letter, please sign below in the space provided and email a scanned copy of the entire signed offer letter to [hr@varaisys.com](mailto:hr@varaisys.com) (Please make sure to include all pages).

In closing, please again accept our congratulations on this important decision in your career. We hope that you will take full advantage of the opportunities you will be given at Varaisys Pvt. Ltd. to realize your full potential. We all look forward to having you join Varaisys team of outstanding professionals.

Sincerely,

Accepted and Agreed To:

*Naboneeta*

Naboneeta Das  
+91-8318032714  
for Human Resource Department  
Dated:  
25/05/2022



Signature *Janvi*  
Name & Date Janvi Tyagi

21/01/23

father's name → Mr. Vinod  
kumar

Roll no → 190231031068

Director  
R.D. Engineering College  
Duhai, Gaziabad

18

# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

Date: 10-April-2023

**Km Hema**

**Subject: Contract Letter for the Post of Wireman**

Dear Km Hema

With reference to your application for contractual employment and subsequent interview with us, we are pleased to offer you appointment for a fixed period of employment w.e.f. **19-April-2023 to 19-April-2024** as **Wireman on deputation at Bharti Airtel Limited** on total yearly CTC of **Rs. 241620/- (Rupees Two Lac Fourty One Thousand Six Hundred Twenty)**.

1. Your fixed term contract appointment will take effect from the date of your joining i.e. **19-April-2023**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Your services are liable to termination at one month's notice or payment in lieu thereof. You shall also give a similar notice of resignation or forfeit one month's gross salary in lieu thereof. No notice shall however, be effective if it is given during the leave period and that you will not be entitled to proceed on leave during the notice period.
3. Upon acceptance of this letter, the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated therein.
4. You will be governed by the policies of the client's organization with respect to working hours, leave and holidays and the entitled leave stands lapse if not taken. However, the company/ client reserves the right to modify/ alter your hours of work from time to time. In addition to this you shall also abide by any training that may be offered to you by the client.
5. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.



Director  
Engineering College  
Gurgaon, Haryana, India



Corporate Office: Prime Tower 2S7-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

6. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.
7. Your appointment is subject to your being found medically fit, your submitting copies of your certificates and testimonials mentioned and relied upon in your application, salary certificate and relieving letter from your last employer, your reference being found correct and satisfactory by us, and your submitting two passport size photographs.
8. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
9. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.
10. Initially, your place of deputation at present will be at **Bharti Airtel Limited, South Delhi**. The Management reserves the right to utilize your services on deputation to our clients at any place on fixed term contract and your services are liable to utilize elsewhere in India through our group branch offices either in existence or which may come into existence herein after at the place of posting or at any such other place where the company may have any business interest.
11. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
12. You will not indulge in any activity, which may be contrary to or inconsistent with or prejudicial to the interests of the company during the period of your employment. After joining your duty you shall be whole time employee of the company and shall not engage yourself in any other work, profession or employment either honorary or otherwise during the period of your employment.



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4871999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698/99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



Director  
R.D. Engineering College  
Duhai, Gurgaon





# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

13. You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.
14. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
15. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as per company policy, against you.
16. In case of any default / violation / dispute or interpretation of any part of this appointment letter or the rules governing your service or otherwise, however arising, the decision of the Management thereon shall be final and binding. For enforcement of this agreement and the management decisions in that respect or in the event of any dispute arising out of breach of any terms and conditions stipulated herein will be governed by the courts of Delhi only.

You are requested to sign the duplicate copy of this letter as confirmation and acceptance of the above stated terms and conditions of your fixed term contractual appointment.

Yours faithfully,  
for Planet PCI Infotech Ltd.



Authorized Signatory

Declaration by the employee:  
I have read and understood the above terms  
and conditions and undertake to abide by them.

Signature of the Employee



Director  
R.D. Engineering College  
Dunai, G. E. Road



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

## Annexure A

Salary Breakup		
Break Up	Monthly	Annually
Basic Salary	14845	178140
HRA	876	10512
Conveyance Allowance	0	0
statutory Bonus	1237	14844
Other Allowance	0	0
Risk Allowance	0	0
<b>Gross(A)</b>	<b>16958</b>	<b>203496</b>
PF Contribution Employee	1781	21372
ESIC Employee	128	1536
LWF Employee	0	0
PT	0	0
<b>Total Deductions (A)</b>	<b>1909</b>	<b>22908</b>
PF Contribution Employer	1930	23160
ESIC Employer	552	6624
LWF Employer	0	0
Employee Benefit	695	8340
<b>Total Deductions (B)</b>	<b>3177</b>	<b>38124</b>
<b>Net Payable (A - B)</b>	<b>15049</b>	<b>180588</b>
<b>Cost To Company (A+B)</b>	<b>20135</b>	<b>241620</b>



Director  
R.D. Engineering College  
Duhai, Gurgaon



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4571698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



28 June 2022

Dear Km Isha Sharma,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except



*Handwritten signature in blue ink.*

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture

ACCEPTED BY  
\_\_\_\_\_

**Annexure A**

**Employee Name: Km Isha Sharma**

**Designation: Trainee**

**Location: Greater Noida**

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
<b>Total Gross</b>	<b>328404</b>	<b>27367</b>

**Note:**

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Letter of Appointment**

Date: 17<sup>th</sup> Oct 2022

Dear Mansvi,

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as **Affiliate Executive** with effect from 17<sup>th</sup> Oct 2022. You will be based in our Affnads Solutions Pvt Ltd C-916-917, 9th Floor, Tower C, ITHUM, A-40, Sector-62, Noida, UP 201301 office.

You will be paid gross emoluments as detailed in **Annexure – A**.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**.

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

Please sign on each page and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming leaders in the business. We assure you of our support for your professional development and growth.

Yours truly,  
For Affnads Solutions Pvt. Ltd.

For AffnAds Solutions Pvt. Ltd.

*Srishti Bhatnagar*  
Authorised Signatory

Srishti Bhatnagar  
HR Manager



*Srishti Bhatnagar*  
Authorised Signatory  
R.D. ENGINEERING COLLEGE  
DUNEL, UTTAR PRADESH

Mansvi Saini  
1902310310030

(21)

2<sup>nd</sup> JAN, 2023

To

Mr. Sanjeev Sharma

RDEC Ghaziabad (UP)

**Subject: Industrial Training cum Placement offer of Your Student in our company.**

Dear Sir,

We are pleased to inform you that has been shortlisted for the **Internship training for six months at Minda Corporation Ltd** with a monthly stipend of INR 10,000 (Ten Thousand Only). We welcome SALFI MOHIDDIN in our plant for internship for the period of 06<sup>th</sup> March '23 to 06<sup>th</sup> March '23.

Please confirm to us arrival date by email: [hirdyanand.hirdya@mindacorporation.com](mailto:hirdyanand.hirdya@mindacorporation.com)

As per standard system and procedure, training opportunity is granted on the following terms:

**A. Internship Training:**

1. It is presumed that identification of student is well verified by your college during admission.
2. Internship Trainee will report to our factory with copy of this letter signed by TPO of your college, he/she should carry college ID card. It is required for verification.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 95% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible only for providing training opportunity. Company is not responsible for any liability arising out of any miss happening /accident during internship training period.
5. Internship Trainee will do project in our company as assigned to his/her at Noida/Gr. Noida location.
6. Internship Trainee will have to submit one copy of project report to us, on completion of project for our records.
7. Internship Trainee will abide by factory rules & regulation of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the company.
8. Internship Trainee will do the project under the mentorship which will be assigned by the HR.
9. Company does not provide Hostel/Accommodation & Transport facility will be provided as per company norms to internship trainee
10. During course of internship training, trainee will be going through various internal sensitive information. You should be fully aware of the sensitive nature of Company's information and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of its clients.



H

11. No documents or stationery or any other material of confidential nature should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

12. You will ensure that no additional softwares /unlicensed softwares other than those provided by the Company would be loaded in the desktop / laptop / work station provided by the company. For such unauthorized uploading / installation you will make yourself liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this clause, the Company shall have a right to claim appropriate remedies available under the laws with no claim to the Company.

**B. National Apprenticeship Training:**

13. After completion of internship training for the period of six months, you will undergo the National Apprenticeship Training program for the period of 1 year at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand Only).

14. Projects/applications will be assigned as per your deployment in the specific department for which you will learn and perform under guidance of Supervisor/Mentor.

15. Performance of your projects and learning will be monitored and reviewed on periodic basis.

16. You will be entitled for leaves as per company policy in-line with NATS Board.

**C. Permanent Employment:**

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company roll as an "Engineer" at Level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000/Month (Thirty Thousand Per Month).

18. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your training and employment with the company and such invention will be the sole property of the company.

Best Wishes

For Minda Corporation Ltd.,

H. *Hirdyanand*

Hirdyanand Hirdya

Lead HR, MCL BV1



*Director*  
R.D. Engineering College  
Duhai, Graziabad



28 June 2022

Dear Mehul Arya,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except



as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

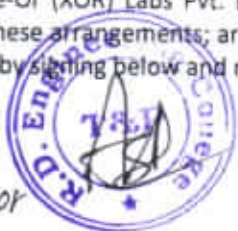
- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



ACCEPTED BY

## Annexure A

Employee Name: Mehul Arya

Designation: Trainee

Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	<b>328404</b>	<b>27367</b>

### Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

### CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



17/08/2024  
R.D. Engineering College  
Duhar, Greater Noida

24

# PLANET PCI

INFOTECH LTD

CIN No. : U72100DL1999PLC101989

Date: 10-April-2023

**Mohd Suhail**

**Subject: Contract Letter for the Post of Wireman**

Dear Mohd Suhail

With reference to your application for contractual employment and subsequent interview with us, we are pleased to offer you appointment for a fixed period of employment w.e.f. **19-April-2023 to 19-April-2024 as Wireman on deputation at Bharti Airtel Limited** on total yearly CTC of **Rs. 241620/- (Rupees Two Lac Forty One Thousand Six Hundred Twenty).**

1. Your fixed term contract appointment will take effect from the date of your joining i.e. **19-April-2023**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Your services are liable to termination at one month's notice or payment in lieu thereof. You shall also give a similar notice of resignation or forfeit one month's gross salary in lieu thereof. No notice shall however, be effective if it is given during the leave period and that you will not be entitled to proceed on leave during the notice period.
3. Upon acceptance of this letter, the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated therein.
4. You will be governed by the policies of the client's organization with respect to working hours, leave and holidays and the entitled leave stands lapse if not taken. However, the company/ client reserves the right to modify/ alter your hours of work from time to time. In addition to this you shall also abide by any training that may be offered to you by the client.
5. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

6. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.
7. Your appointment is subject to your being found medically fit, your submitting copies of your certificates and testimonials mentioned and relied upon in your application, salary certificate and relieving letter from your last employer, your reference being found correct and satisfactory by us, and your submitting two passport size photographs.
8. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
9. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.
10. Initially, your place of deputation at present will be at **Bharti Airtel Limited, South Delhi**. The Management reserves the right to utilize your services on deputation to our clients at any place on fixed term contract and your services are liable to utilize elsewhere in India through our group branch offices either in existence or which may come into existence herein after at the place of posting or at any such other place where the company may have any business interest.
11. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
12. You will not indulge in any activity, which may be contrary to or inconsistent with or prejudicial to the interests of the company during the period of your employment. After joining your duty you shall be whole time employee of the company and shall not engage yourself in any other work, profession or employment either honorary or otherwise during the period of your employment.



Director  
Engineering College  
Duhai, Gurgaon  
Gurgaon, Haryana



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



# PLANET PCI

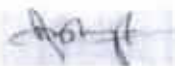
INFOTECH LTD

CIN No. : U72100DL1999PLC101989

13. You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.
14. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
15. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as per company policy, against you.
16. In case of any default / violation / dispute or interpretation of any part of this appointment letter or the rules governing your service or otherwise, however arising, the decision of the Management thereon shall be final and binding. For enforcement of this agreement and the management decisions in that respect or in the event of any dispute arising out of breach of any terms and conditions stipulated herein will be governed by the courts of Delhi only.

You are requested to sign the duplicate copy of this letter as confirmation and acceptance of the above stated terms and conditions of your fixed term contractual appointment.

Yours faithfully,  
for Planet PCI Infotech Ltd.

  
Authorized Signatory

Declaration by the employee:  
I have read and understood the above terms  
and conditions and undertake to abide by them.

Signature of the Employee



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4571698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

## Annexure A

Salary Breakup		
Break Up	Monthly	Annually
Basic Salary	14845	178140
HRA	876	10512
Conveyance Allowance	0	0
statutory Bonus	1237	14844
Other Allowance	0	0
Risk Allowance	0	0
<b>Gross(A)</b>	<b>16958</b>	<b>203496</b>
PF Contribution Employee	1781	21372
ESIC Employee	128	1536
LWF Employee	0	0
PT	0	0
<b>Total Deductions (A)</b>	<b>1909</b>	<b>22908</b>
PF Contribution Employer	1930	23160
ESIC Employer	552	6624
LWF Employer	0	0
Employee Benefit	695	8340
<b>Total Deductions (B)</b>	<b>3177</b>	<b>38124</b>
<b>Net Payable (A - B)</b>	<b>15049</b>	<b>180588</b>
<b>Cost To Company (A+B)</b>	<b>20135</b>	<b>241620</b>

*[Handwritten Signature]*



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



25

To

2<sup>nd</sup> JAN, 2023

Mr. Sanjeev Sharma

RDEC Ghaziabad (UP)

**Subject: Industrial Training cum Placement offer of Your Student in our company.**

Dear Sir,

We are pleased to inform you that **SALFI MOHIDDIN** has been shortlisted for the **Internship training for six months at Minda Corporation Ltd** with a monthly stipend of **INR 10,000 (Ten Thousand Only)**. We welcome **SALFI MOHIDDIN** in our plant for internship for the period of **06<sup>th</sup> March '23 to 06<sup>th</sup> March '23**.

Please confirm to us arrival date by email: [hirdyanand.hirdya@mindacorporation.com](mailto:hirdyanand.hirdya@mindacorporation.com)

As per standard system and procedure, training opportunity is granted on the following terms:

**A. Internship Training:**

1. It is presumed that identification of student is well verified by your college during admission.
2. Internship Trainee will report to our factory with copy of this letter signed by TPO of your college, he/she should carry college ID card. It is required for verification.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 95% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible only for providing training opportunity. Company is not responsible for any liability arising out of any miss happening /accident during internship training period.
5. Internship Trainee will do project in our company as assigned to his/her at Noida/Gr. Noida location.
6. Internship Trainee will have to submit one copy of project report to us, on completion of project for our records.
7. Internship Trainee will abide by factory rules & regulation of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the company.
8. Internship Trainee will do the project under the mentorship which will be assigned by the HR.
9. Company does not provide Hostel/Accommodation & Transport facility will be provided as per company norms to internship trainee.
10. During course of internship training, trainee will be going through various internal sensitive information. You should be fully aware of the sensitive nature of Company's information and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of



H. Sharma



11. No documents or stationery or any other material of confidential nature should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

12. You will ensure that no additional softwares /unlicensed softwares other than those provided by the Company would be loaded in the desktop / laptop / work station provided by the company. For such unauthorized uploading / installation you will make yourself liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this clause, the Company shall have a right to claim appropriate remedies available under the laws with no claim to the Company.

#### B. National Apprenticeship Training:

13. After completion of internship training for the period of six months, you will undergo the National Apprenticeship Training program for the period of 1 year at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand Only).

14. Projects/applications will be assigned as per your deployment in the specific department for which you will learn and perform under guidance of Supervisor/Mentor.

15. Performance of your projects and learning will be monitored and reviewed on periodic basis.

16. You will be entitled for leaves as per company policy in-line with NATS Board.

#### C. Permanent Employment:

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company roll as an "Engineer" at Level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000/Month (Thirty Thousand Per Month).

18. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your training and employment with the company and such invention will be the sole property of the company.

Best Wishes

For Minda Corporation Ltd.,



Hirdyanand Hirdya

Lead HR, MCL BV1



Director  
P.D. Engineering College  
Duhai, Guziabad

(26)

**PLANET PCI**  
INFOTECH LTD  
CIN No. : U72100DL1999PLC101989

Date: 10-April-2023

Mukesh Kori

**Subject: Contract Letter for the Post of Wireman**

Dear Mukesh Kori

With reference to your application for contractual employment and subsequent interview with us, we are pleased to offer you appointment for a fixed period of employment w.e.f. **19-April-2023 to 19-April-2024** as **Wireman on deputation at Bharti Airtel Limited** on total yearly CTC of **Rs. 241620/- (Rupees Two Lac Fourty One Thousand Six Hundred Twenty)**.

1. Your fixed term contract appointment will take effect from the date of your joining i.e. **19-April-2023**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Your services are liable to termination at one month's notice or payment in lieu thereof. You shall also give a similar notice of resignation or forfeit one month's gross salary in lieu thereof. No notice shall however, be effective if it is given during the leave period and that you will not be entitled to proceed on leave during the notice period.
3. Upon acceptance of this letter, the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
4. You will be governed by the policies of the client's organization with respect to working hours, leave and holidays and the entitled leave stands lapse if not taken. However, the company/ client reserves the right to modify/ alter your hours of work from time to time. In addition to this you shall also abide by any training that may be offered to you by the client.
5. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-1111999 (30 lines), 6656999 (30 lines), 2342686-S7  
Fax: +91-124-1111999, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)

Director  
R.D. Engineering College  
Duhai, Gaziabad



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

6. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.
7. Your appointment is subject to your being found medically fit, your submitting copies of your certificates and testimonials mentioned and relied upon in your application, salary certificate and relieving letter from your last employer, your reference being found correct and satisfactory by us, and your submitting two passport size photographs.
8. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
9. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.
10. Initially, your place of deputation at present will be at **Bharti Airtel Limited, South Delhi**. The Management reserves the right to utilize your services on deputation to our clients at any place on fixed term contract and your services are liable to utilize elsewhere in India through our group branch offices either in existence or which may come into existence herein after at the place of posting or at any such other place where the company may have any business interest.
11. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
12. You will not indulge in any activity, which may be contrary to or inconsistent with or prejudicial to the interests of the company during the period of your employment. After joining your duty you shall be whole time employee of the company and shall not engage yourself in any other work, profession or employment either honorary or otherwise during the period of your employment.



Director  
R.D. Engineering College  
Gurgaon, Haryana

*[Handwritten signature]*



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4571698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

13. You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.
14. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
15. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as per company policy, against you.
16. In case of any default / violation / dispute or interpretation of any part of this appointment letter or the rules governing your service or otherwise, however arising, the decision of the Management thereon shall be final and binding. For enforcement of this agreement and the management decisions in that respect or in the event of any dispute arising out of breach of any terms and conditions stipulated herein will be governed by the courts of Delhi only.

You are requested to sign the duplicate copy of this letter as confirmation and acceptance of the above stated terms and conditions of your fixed term contractual appointment.

Yours faithfully,  
for Planet PCI Infotech Ltd.

  
Authorized Signatory

Declaration by the employee:  
I have read and understood the above terms  
and conditions and undertake to abide by them.

Signature of the Employee



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



# PLANET PCI

INFOTECH LTD

CIN No. : U72100DL1999PLC101989

## Annexure A

Salary Breakup		
Break Up	Monthly	Annually
Basic Salary	14845	178140
HRA	876	10512
Conveyance Allowance	0	0
statutory Bonus	1237	14844
Other Allowance	0	0
Risk Allowance	0	0
<b>Gross(A)</b>	<b>16958</b>	<b>203496</b>
PF Contribution Employee	1781	21372
ESIC Employee	128	1536
LWF Employee	0	0
PT	0	0
<b>Total Deductions (A)</b>	<b>1909</b>	<b>22908</b>
PF Contribution Employer	1930	23160
ESIC Employer	552	6624
LWF Employer	0	0
Employee Benefit	695	8340
<b>Total Deductions (B)</b>	<b>3177</b>	<b>38124</b>
<b>Net Payable (A - B)</b>	<b>15049</b>	<b>180588</b>
<b>Cost To Company (A+B)</b>	<b>20135</b>	<b>241620</b>



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)





•TeckValley•

Ref: TL/TK10949/011/346/07072022



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

TV/HR/Rec/TL/001/09062022

To,

Date: 07<sup>th</sup> July 2022

Nandita Dodwal,

Correspondence Address: A-714, SG Impressions-58, Rajnagar Extension, Ghaziabad

Permanent Address: Mavikala, Baghpat, Khatta, Uttar Pradesh- 250609

Mob/Phone: 9627101385

E-Mail: nanditadodwal@gmail.com

Sub: Internship cum Offer Letter

We are glad to offer you an Internship with TeckValley as a Trainee Software developer under the following terms and conditions:

1. Your all-inclusive, **Stipend shall be INR 15,000 per month during first Three months**. After three months we will evaluate your performance and based on which your Stipend will be revised as per the then company's policy in this regard. Post confirmation with the Company, your all-inclusive, gross annual compensation, shall be **INR 3.30 lacs per annum** (See Schedule A in Annexure).
2. You will be on probation/training for a period of 3-6 months based on your performance Evaluation. The probation / training period will start from the date of your commencing employment with the Company. You will not be eligible for any leaves during this period. Confirmation of your appointment upon the completion of your probation period will depend, among others on your performance, attitude towards work, conduct, satisfactory reference and background checks.
3. Upon confirmation, you will be entitled to leaves, to be taken in agreement with the Company and in accordance with the Company Leave policy.
4. You will also be eligible for Health Insurance of 3 Lakhs for you, your Wife/Husband and 2 Kids and other benefits in accordance with the company policies, from time to time.
5. During the probation period, your services may be terminated by the Company with 15 days' notice or payment of 15 days' salary in lieu thereof without assigning any reason whatsoever. You may terminate your services with one month's notice or payment of one month's salary during this period.
6. On confirmation as a regular employee, you will be required to give 60 Days' notice or 2 months' salary in lieu thereof, in case you decide to leave our services subject to the Company's discretion. In the event of you having an incomplete assignment, the Company will have the discretion to relieve you only, at the end of the Two-month notice period. The company can terminate your services by giving One month's notice or salary thereof.
7. The company reserves the right to terminate your employment with immediate effect for the violation of the terms of your confidentiality and / or Employment agreement with the Company, violation of the Company policies or unethical or unprofessional conduct or behavior. There will not be any Notice period or Notice Pay for termination of employment in this situation.

(+91) 0120-4431841/42

hr@teckvalley.com

www.teckvalley.co.in

Head Office: D-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office: TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN: U74999UP2020FTC130932 | GSTIN: 09AAHCT9495Q1Z0



VIRTUAL EMPLOYEE  
future of work

• TeckValley •

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

8. Absence for a continuous period of five days without approval of your immediate manager, (including overstay of leave) or during crucial project execution days, as may be intimated by an authorized executive of the company, can lead to your employment being terminated without notice or explanation. There will not be any Notice Period or Notice Pay for termination of employment in this situation.
9. Upon confirmation and upon completion of one year of employment with the Company, you will also be eligible for being considered for Annual performance audit. The Annual performance audit will be decided based on your performance and the discretion of the Management.
10. Your initial place of work will be at Noida Sec 63. However, your services are transferable, and you may be assigned, after reasonable notice and mutual consultation, to any location in India or abroad where Company conducts business.
11. You will automatically retire on attaining the age of 60 years. You may be retired earlier if found medically unfit.
12. Notwithstanding anything to the contrary contained in any other document or agreement between you and the Company whether oral or written, you hereby undertake and understand that the Company will have to provide project specific as well as general trainings which the Company deems fit for you to enable you to undertake the regular work assigned to you during your employment with the Company. In this regard it is hereby agreed that, since the Company shall invest on your trainings, you hereby undertake not to leave the services of the Company before 24 months and after the expiry of the said 24 months not to leave the services of the Company without giving Two months prior notice so as to allow the Company to find a suitable replacement for you.
13. Whilst employed by the Company:
  - You will not be permitted to undertake any other employment or engage in any activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by The Company to assign such duties and responsibilities. Your performance will be subject to periodic audit/appraisal by your manager.
  - You shall not divulge to any third party any information regarding the affairs or business matters of the company or information regarding its customers or clients. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and is bound by the Employment and Confidentiality Agreement.
  - 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 intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.
  - Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property of the Company including documents, files, books, papers and memos in your possession or custody.

The terms of this Internship cum offer letter are strictly confidential and violation of such terms could result in penalties including potential termination of your employment with the Company.

The offer and employment agreements are subject to the jurisdiction of the courts in Noida, India only.

Please note that this letter will be deemed cancelled if you do not accept in writing within 48 hours after the date hereof. Your joining date would be 18<sup>th</sup> July 2022 or as per Company's discretion. A copy of this offer letter, duly signed by you should reach us at: [hr@virtualemployee.com](mailto:hr@virtualemployee.com)



(+91) 0120-4631841/42



[hr@teckvalley.com](mailto:hr@teckvalley.com)



[www.teckvalley.co.in](http://www.teckvalley.co.in)

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301

US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830

CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q1Z0



• TeckValley •



VIRTUAL EMPLOYEE  
Future of work

TeckValley India Pvt. Ltd

(A wholly owned subsidiary, TeckValley LLC, USA)

By executing this Internship cum offer letter, you are in addition to agreeing to be bound, in letter and spirit, by the terms of this letter, authorizing the company to conduct reference and background checks as may be deemed appropriate by the Company.

We welcome you and wish you every success in your career with TeckValley

With Warm Regards,

For TeckValley India Pvt. Ltd.

Rajesh Kumar  
General Manager –HR Generalist

I have read, understood and agree to the terms and conditions as set forth in this Appointment cum offer letter.

Sign your name with date:  2022

Name: Nandita Dodwal

Place: Ghaziabad



Name: Nandita Dodwal  
Roll No.: 1902310310839

Nandita  
Director  
P.D. Engineering College  
Ghaziabad



(+91) 0120-4631841/42



hr@teckvalley.com



www.teckvalley.co.in

Regd. Office : J-38, Sector 63, Noida, Gautam Buddha Nagar - U.P. - 201301  
US Office : TeckValley LLC, 485C US Highway 1 South, Suite 350, Iselin, NJ 08830  
CIN : U74999UP2020FTC130932 | GSTIN : 09AAHCT9495Q1Z0



28



airveda

# Airveda Technologies Pvt. Ltd.

Address: 3/1/29 IInd floor, Site – IV, Sahibabad Industrial area, Ghaziabad, UP 201010  
Phone : 9718190056 | Email : [info@airveda.com](mailto:info@airveda.com) | GST IN : 09AAOCA1014D1Z4

Date: 01-12-2022

To,  
Navit Kumar

**Subject: - Appointment Letter**

Dear Navit,

This has reference to your application and subsequent interview you had with us; we are pleased to appoint you as **Trainee Engineer** in our organization.

**1.0 Joining:-**

Your appointment shall be effective from the date of your joining the company i.e. **01-December-2022** and submission of - necessary documents and certificates with respect to your educational and professional qualifications, identity proof and related to your previous employment.

**2.0 Salary:-**

Your salary will be Rs. **15,000** per month. (CTC)

**3.0 Probation:-**

You will be on probation for a period of 3 months from the date of joining. The company shall be entitled to extend your probation period by another 3 months depending upon your performance. The company can terminate your services during the probation period without assigning any reason whatsoever and by giving you no additional salary or allowances. During the period of your probation, you will not be entitled to any other benefits like leaves, which may be applicable to the permanent employees of the company.

In the event of your resignation from the services of the Company during probation period, you will be required to give 30 days written notice or forfeit, in lieu thereof, your salary, for 30 days, or pro-rated for the period by which your notice falls short of 30 days.

**4.0 Confirmation:-**

After successful completion of your probationary period, unless the probation period is extended, your service will be confirmed subject to information / documents submitted by you are verified and found correct. If it is found that any information/documents submitted by you are false or forged, then the Company shall have right to terminate your services without any notice period. On satisfactory completion of the period of probation, you will be confirmed as a permanent employee of the Company. Upon confirmation of your employment, you will be entitled to applicable benefits, as per the rules and regulations of the Company.

**5.0 Terms and Conditions:-**

- 5.1. Your services may be transferred to any location of the company or its sister concern anywhere in India as the management may consider appropriate from time to time.
- 5.2. You will report to the immediate supervisor or such other officer as may be asked to you for proper discharge of the duties assigned to you.

*Navit*

R.D. Engineering  
Duhai, Ghaziabad

AIRVEDA TECHNOLOGIES PVT. LTD.  
*Prashant Gupta*



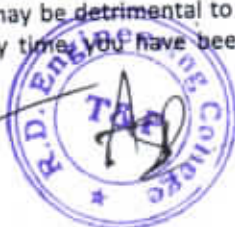
airveda

# Airveda Technologies Pvt. Ltd.

Address: 3/1/29 IInd floor, Site – IV, Sahibabad Industrial area, Ghaziabad, UP 201010  
Phone : 9718190056 | Email : [info@airveda.com](mailto:info@airveda.com) | GST IN : 09AAOCA1014D1Z4

- 5.3. You shall work carefully and in the best interest of the Company and ensure that no loss of any nature is caused to the Company while carrying out your duties and you shall work strictly in accordance with the duties assigned to you from time to time by your reporting manager. .
- 5.4. You shall be expected to maintain the highest standards of respect and dignity for your seniors and maintain an environment of harmony and co-ordination with colleagues and the junior persons to make a good team to work for achievement of the objectives of the organization.
- 5.5. You will be governed by the rules & regulations/ by laws, standing orders, of the Company as may be applicable from time to time. In case you are charged for any fraud or misconduct during your service period, necessary disciplinary/ legal action as the management may deem fit, may be taken against you.
- 5.6. You are expected to achieve high standards of initiative, efficiency, loyalty, discipline and integrity in your area. This appointment & continuance of employment will be subject to your being remaining fit both mentally and medically and the management shall have a right to ask you to furnish a medical certificate to this effect from a qualified Medical Practitioner/ Government Hospital.
- 5.7. You will not seek membership of any local or public bodies without obtaining prior written permission from the Company officials.
- 5.8. You will not give to anyone by word of mouth or otherwise particulars or details of our business process, technical know-how, security arrangements, administrative or organizational set up or matters of Secret/ confidential nature, which may come to your knowledge during the course of your employment with the Company. In case of violation of this clause your services shall be liable to termination without notice and pay in lieu thereof.
- 5.9. During the office hours, you will devote your full-time to the work of the Company and will not undertake any other direct/indirect business or work honorary or remuneration except with the prior written permission from the management in each case.
- 5.10. You shall intimate any change of address during the course of your employment to the management in writing within one week from the date of such change and shall also get the change so effected recorded in the Register maintained by the management.
- 5.11. During your continuation with the company, you shall maintain the property of the company in good condition that may come to your possession during the course of service and return the same to the company in good condition at the time of cessation of the employment and that you shall be liable for any financial loss that may be suffered by the company due to your negligence or carelessness.
- 5.12. You shall render the account of any money that may be entrusted to you during the course of employment within 10 days from the date on which the money entrusted to you is completed and in case of your failure to render the account, it shall be treated as misconduct during the course of employment.
- 5.13. - You will be responsible to inform your reporting manager before going on any privilege or casual leave. Leaves without any intimation or approval of the reporting manager shall not be approved and will be treated as leave without pay. Further, in case you are absent for a period of 10 or more days without approval of your reporting manager, you will be assumed as absconded and appropriate legal action can be taken against you.
- 5.14. You will report / inform / discuss with your reporting manager in case of any action to be taken /forced to be taken which may be detrimental to the interest of the Company or which results in labor unrest / strike / go slow. If at any time you have been found / indulged in any such practice as mentioned above, it will be

Naveen



Prashant Gupta



# Airveda Technologies Pvt. Ltd.

airveda

Address: 3/1/29 IInd floor, Site – IV, Sahibabad Industrial area, Ghaziabad, UP 201010  
Phone : 9718190056 | Email : [info@airveda.com](mailto:info@airveda.com) | GST IN : 09AAOCA1014D1Z4

treated as violation of rules and regulations of the Company, in such a case, the Company shall have a right to take such remedial / penal actions against you or may terminate your employment with immediate effect without any salary or benefits, as the Company may deem fit.

5.15. You shall not accept any gratification or contribution or otherwise associate with the raising of any funds or make any other collections whether in cash or in kind in pursuance of any object, whatsoever, or accept or demand any subscription from any co-employee or staff-members of the management, third party vendors or any other external party.

5.16. The present appointment has been offered to you on the basis of information given by you to the Company in your application and at the time of interview. If at any time, it is found that any of the information/documents submitted by you are false, your appointment shall be liable to termination without notice and this act shall be considered as breach of trust and/ or rules or regulations of the company on your part and the management shall have right to take appropriate action against you.

5.17. You shall abide by the rules, regulations and policies of the Company, in force from time to time.

## 6.0 Termination:-

6.1. The Company will be entitled to terminate your services by giving 1 month written notice or 1 Month salary in lieu of such notice.

In the event of your resignation from the services of the Company, you will be required to give 2 Month written notice or forfeit, in lieu thereof, your salary, for 2 Months, or pro-rated for the period by which your notice falls short of 2 Months. Further, if an employee is unable to serve the entire tenure of the notice period the number of days of Privilege Leave (PL) remaining will be set off as per the policy of the organization.

6.2. Your services *whether on confirmation or probation* would come to an end automatically on the following grounds: -

6.2.1. On attaining the age of 60 years or expiry of agreed period of service.

6.2.2. On continuous disability for three months.

6.2.3. On conviction by any Court of law in India.

6.2.4. Absent for more than 10 working days without information.

6.2.5. On the basis of non-performance, dishonesty, disobedience, indiscipline, negligence.

In case of separation based on the grounds mentioned in clause 6.2., the Company will not be liable for any payments in lieu of notice period as may be applicable during probation period or post probation period.

## 7.0 Increments :-

The Management may grant annual increment keeping in view your performance during preceding one year. If the above terms and conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you in token of your acceptance of the same.

Authorized Signatory for  
Airveda Technologies Pvt. Ltd.



*Prashant Gupta*

Employee Signature

*Nava*



airveda

# Airveda Technologies Pvt. Ltd.

Address: 3/1/29 IInd floor, Site – IV, Sahibabad Industrial area, Ghaziabad, UP 201010  
Phone : 9718190056 | Email : [info@airveda.com](mailto:info@airveda.com) | GST IN : 09AAOCA1014D1Z4

## Non-Disclosure and Confidentiality

The Company has evolved a Confidentiality Agreement to protect the rights of the associate and also that of the Company while dealing with confidential information, documents, etc. The said Confidentiality Agreement forms part of the Service Conditions applicable to associates of your category. You are required to read, understand and sign the enclosed Confidentiality Agreement in acknowledgement of your acceptance of the conditions therein.

### 1. Mutual Non Disclosure:

The Company has defined a Mutual Non Disclosure Agreement to protect the rights of the associate and also that of the Company while dealing with confidential information, documents, etc. The said Mutual Non Disclosure Agreement forms part of the Service Conditions applicable to associates of your category. You are required to read, understand and sign the enclosed Mutual Non Disclosure Agreement in acknowledgement of your acceptance of the conditions therein.

### 2. Protection of Interest:

If you conceive of / invent / discover / improve on any new or advanced or current methods of improving processes / formulae / systems in relation to the operation of the Company or its affiliates or customers, such developments, discoveries or inventions will be fully communicated to the Company and remain the sole right / property of the Company.

### 3. Conflict of Interest:

If any transaction with the Company involves conflict between your personal interest and the interest of the Company in dealings with suppliers, customers, and any other organization or individuals doing or seeking to do business with the Company, you are required to inform the Company in writing about the nature of such conflict of interest so that the Company could protect its right and address the transaction suitably.

### 4. Referral Policy:

Upon separation from the company you will not refer existing / previous associates / clients and client information of Airveda TECHNOLOGIES PVT. LTD to others under any circumstances.

### 5. Past Record:

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information in such case your services will be liable to be terminated without any notice.

## CONFIDENTIALITY AGREEMENT

During the course of carrying out business activities at Airveda TECHNOLOGIES PVT. LTD associates, you will be exposed to Intellectual Property and Confidential Information of Airveda TECHNOLOGIES PVT LTD., its partners and those of former employers. It is only ethical to hold all such information with the highest level of confidentiality. This agreement binds associates to hold in strict confidence any information that they have gathered during their course of employment with the company and will not divulge to any person or persons including any organization(s) without the prior written approval of the company. In the event an associate needing a discussion with an outside person this agreement shall be implemented in letter and spirit.

*Nand*



*Prashant Gupta*

Director



airveda

# Airveda Technologies Pvt. Ltd.

Address: 3/1/29 IInd floor, Site – IV, Sahibabad Industrial area, Ghaziabad, UP 201010  
Phone : 9718190056 | Email : [info@airveda.com](mailto:info@airveda.com) | GST IN : 09AAOCA1014D1Z4

## Confidential Information

### Company information

I agree at all times during the term of my employment and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the Board of Directors of the Company, any Confidential Information of the Company. I understand that "Confidential Information" means any Company proprietary information, technical data, trade secrets or knowhow, intellectual property related information including, but not limited to, research, product plans, products, services, customer lists and customers (including, but not limited to, customers of the Company on whom I called or with whom I became acquainted during the term of my employment), markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances or other business information disclosed to me by the Company either directly or indirectly in writing, orally or by drawings or observation of parts or equipment. I further understand that Confidential Information does not include any of the foregoing items:

- Which is already in the public domain, or is made public by the Company, or Comes into the public domain otherwise than by reason of the default of the associates, or is required to be disclosed by the associates pursuant to any law or judicial pronouncement, or is received by the associate from third party having the right to disclose the same.
- Former Employer Information. I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that I will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.
- Third Party Information. I recognize that the Company has received and in the future will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party.
- On Separation. I will return to **Airveda TECHNOLOGIES PVT. LTD** after termination of my employment, all confidential information and materials of whatever nature in my possession, arising from my employment with **Airveda TECHNOLOGIES PVT. LTD**.

I will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorizedly nor will grant anyone permission to assist, permit entry to, or in any manner cooperate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above.

Even after cessation of my employment with the Company, I will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which I am in possession whilst in service to the detriment of the Company. I will also observe all the Confidentiality measures which are in existence, or which may be enforced from time to time, as well as directions as to confidentiality marked in any communication, document, computer, pen drive etc. I will indemnify and hold Company harmless against any damage or loss caused to the Company on account of breach of confidentiality on my part. These confidentiality provisions shall survive even on separation of my employment with the Company, either by way of retirement or termination or otherwise.

*Naveen*



*Prashant Gupta*

Director



# Airveda Technologies Pvt. Ltd.

airveda

Address: 3/1/29 IInd floor, Site – IV, Sahibabad Industrial area, Ghaziabad, UP 201010  
Phone : 9718190056 | Email : [info@airveda.com](mailto:info@airveda.com) | GST IN : 09AAOCA1014D124

I understand and agree that my obligations under this agreement shall extend beyond the date of termination of my employment with **Airveda TECHNOLOGIES PVT. LTD.** and shall be binding upon my heirs, assigns and legal representatives. This agreement supersedes and replaces any existing agreements of the same or nature between **Airveda TECHNOLOGIES PVT. LTD** and me. I have read and fully understood this agreement.

Employee Name Navit kumar

For **Airveda Technologies Private Limited**

AIRVEDA TECHNOLOGIES PVT. LTD.  
Prashant Gupta

Employee Signature: Navit Authorized Signatory

Place: Ghaziabad, UP

Date: 01/12/2022

Name :- Navit kumar (Navit)

Roll no. :- 1902310310040

Father's Name :- Navin Kumar



Director  
R.D. Engineering College  
Ghaziabad

31

2<sup>nd</sup> JAN, 2023

To

Mr. Sanjeev Sharma

RDEC Ghaziabad (UP)

**Subject: Industrial Training cum Placement offer of Your Student in our company.**

Dear Sir,

We are pleased to inform you that has been shortlisted for the **Internship training for six months at Minda Corporation Ltd** with a monthly stipend of INR 10,000 (Ten Thousand Only). We welcome **SALFI MOHIDDIN** in our plant for internship for the period of 06<sup>th</sup> March '23 to 06<sup>th</sup> March '23.

Please confirm to us arrival date by email: [hirdyanand.hirdya@mindacorporation.com](mailto:hirdyanand.hirdya@mindacorporation.com)

As per standard system and procedure, training opportunity is granted on the following terms:

**A. Internship Training:**

1. It is presumed that identification of student is well verified by your college during admission.
2. Internship Trainee will report to our factory with copy of this letter signed by TPO of your college, he/she should carry college ID card. It is required for verification.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 95% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible only for providing training opportunity. Company is not responsible for any liability arising out of any miss happening /accident during internship training period.
5. Internship Trainee will do project in our company as assigned to his/her at Noida/Gr. Noida location.
6. Internship Trainee will have to submit one copy of project report to us, on completion of project for our records.
7. Internship Trainee will abide by factory rules & regulation of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the company.
8. Internship Trainee will do the project under the mentorship which will be assigned by the HR.
9. Company does not provide Hostel/Accommodation & Transport facility will be provided as per company norms to internship trainee.
10. During course of internship training, trainee will be going through various internal sensitive information. You should be fully aware of the sensitive nature of Company's information and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its clients.



H. Sharma

Director  
R.D. Engineering College  
Ghaziabad

11. No documents or stationery or any other material of confidential nature should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.

12. You will ensure that no additional softwares / unlicensed softwares other than those provided by the Company would be loaded in the desktop / laptop / work station provided by the company. For such unauthorized uploading / installation you will make yourself liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this clause, the Company shall have a right to claim appropriate remedies available under the laws with no claim to the Company.

**B. National Apprenticeship Training:**

13. After completion of internship training for the period of six months, you will undergo the National Apprenticeship Training program for the period of 1 year at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand Only).

14. Projects/applications will be assigned as per your deployment in the specific department for which you will learn and perform under guidance of Supervisor/Mentor.

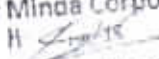
15. Performance of your projects and learning will be monitored and reviewed on periodic basis.

16. You will be entitled for leaves as per company policy in-line with NATS Board.

**C. Permanent Employment:**

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company roll as an "Engineer" at Level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000/Month (Thirty Thousand Per Month).

18. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your training and employment with the company and such invention will be the sole property of the company.

Best Wishes  
For Minda Corporation Ltd.,  
  
Hirdyanand Hirya  
Lead HR, MCL BV1



  
Director  
R.D. Engineering College  
Duhai, Gaziabad



28 June 2022  
Dear Punit Saini,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential information except



as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



ACCEPTED BY  
\_\_\_\_\_

## Annexure A

Employee Name: Punit Saini

Designation: Trainee

Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	<b>328404</b>	<b>27367</b>

### Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

### CHECKLIST OF DOCUMENTS

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



R.D. Engineering College  
Duhai, Graziabad



## Offer Letter

Dear Mr/Ms. SATENDRA KUMAR

We would like to congratulate you on being selected for as an intern to work and assist in the Technical activities of ERNET

We are pleased to offer you an internship for a period of 6 Months beginning 31-10-2022 to 30-04-2023

During the internship you will be required to discharge the responsibilities allocated by the ERNET Delhi Delhi in furtherance of your role. The ERNET Delhi Delhi may also assign additional responsibilities as needed to promote effective learning. The offer is subject to the acceptance of the following terms:

### Deliverables:

In the course of the internship, you will be required to meet technical requirements as directed by the reporting officer.

### Stipend and Allowances:

You will be paid a stipend of Rs. 10000 on a monthly basis.

### Workplace Conduct:

You will be required to adhere to professional standards of workplace conduct.

### Confidentiality and Deliverable Ownership:

During the course of the internship, you may be given access to sensitive and privileged information in furtherance of the work. You will be required to maintain confidentiality of such information failing which the internship would stand terminated and you may be liable to legal action

The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the course of the internship will lie with the ERNET Delhi Delhi

### Disputes:

The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the course of the internship will lie with the ERNET Delhi Delhi

During the course of the internship, any dispute arising between you and ERNET Delhi Delhi will be settled amicably in accordance with ERNET Delhi Delhi

If you agree to the above terms of the offer, please indicate acceptance of the offer letter and below undertaking to the undersigned.

Sincerely,

ERNET Delhi (Delhi)

Date : 19/10/22

Satendra



Name :- Satendra Kumar  
Roll no :- 1902310310056  
Branch :- ECE

38)

# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

Date: 10-April-2023

Sarful Hoque

**Subject: Contract Letter for the Post of Wireman**

Dear Sarful Hoque

With reference to your application for contractual employment and subsequent interview with us, we are pleased to offer you appointment for a fixed period of employment w.e.f. **19-April-2023 to 19-April-2024 as Wireman on deputation at Bharti Airtel Limited** on total yearly CTC of **Rs. 241620/- (Rupees Two Lac Fourty One Thousand Six Hundred Twenty).**

1. Your fixed term contract appointment will take effect from the date of your joining i.e. **19-April-2023**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Your services are liable to termination at one month's notice or payment in lieu thereof. You shall also give a similar notice of resignation or forfeit one month's gross salary in lieu thereof. No notice shall however, be effective if it is given during the leave period and that you will not be entitled to proceed on leave during the notice period.
3. Upon acceptance of this letter, the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as may be indicated therein.
4. You will be governed by the policies of the client's organization with respect to working hours, leave and holidays and the entitled leave stands lapse if not taken. However, the company/ client reserves the right to modify/ alter your hours of work from time to time. In addition to this you shall also abide by any training that may be offered to you by the client.
5. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.



R.D. Engineering College  
Duhai, Ghazipur



Corporate Office: Prime Tower 257-258, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

6. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.
7. Your appointment is subject to your being found medically fit, your submitting copies of your certificates and testimonials mentioned and relied upon in your application, salary certificate and relieving letter from your last employer, your reference being found correct and satisfactory by us, and your submitting two passport size photographs.
8. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
9. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.
10. Initially, your place of deputation at present will be at **Bharti Airtel Limited, South Delhi**. The Management reserves the right to utilize your services on deputation to our clients at any place on fixed term contract and your services are liable to utilize elsewhere in India through our group branch offices either in existence or which may come into existence herein after at the place of posting or at any such other place where the company may have any business interest.
11. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
12. You will not indulge in any activity, which may be contrary to or inconsistent with or prejudicial to the interests of the company during the period of your employment. After joining your duty you shall be whole time employee of the company and shall not engage yourself in any other work, profession or employment either honorary or otherwise during the period of your employment.



Corporate Office: Prime Tower 234-289, Indraprastha Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines) / 6656999 (30 lines), 2342686-57  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



DR. D. Engineering College  
Gurgaon, Haryana



# PLANET PCI

INFOTECH LTD

CIN No. : U72100DL1999PLC101989

13. You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.
14. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
15. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as per company policy, against you.
16. In case of any default / violation / dispute or interpretation of any part of this appointment letter or the rules governing your service or otherwise, however arising, the decision of the Management thereon shall be final and binding. For enforcement of this agreement and the management decisions in that respect or in the event of any dispute arising out of breach of any terms and conditions stipulated herein will be governed by the courts of Delhi only.

You are requested to sign the duplicate copy of this letter as confirmation and acceptance of the above stated terms and conditions of your fixed term contractual appointment.

Yours faithfully,  
for Planet PCI Infotech Ltd.



Authorized Signatory

Declaration by the employee:  
I have read and understood the above terms  
and conditions and undertake to abide by them.

Signature of the Employee



R.D. Engineering College  
Director  
Ghaziabad



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



**Annexure A**

<b>Salary Breakup</b>		
<b>Break Up</b>	<b>Monthly</b>	<b>Annually</b>
Basic Salary	14845	178140
HRA	876	10512
Conveyance Allowance	0	0
statutory Bonus	1237	14844
Other Allowance	0	0
Risk Allowance	0	0
<b>Gross(A)</b>	<b>16958</b>	<b>203496</b>
PF Contribution Employee	1781	21372
ESIC Employee	128	1536
LWF Employee	0	0
PT	0	0
<b>Total Deductions (A)</b>	<b>1909</b>	<b>22908</b>
PF Contribution Employer	1930	23160
ESIC Employer	552	6624
LWF Employer	0	0
Employee Benefit	695	8340
<b>Total Deductions (B)</b>	<b>3177</b>	<b>38124</b>
<b>Net Payable (A - B)</b>	<b>15049</b>	<b>180588</b>
<b>Cost To Company (A+B)</b>	<b>20135</b>	<b>241620</b>

*[Handwritten Signature]*



*[Handwritten Signature]*  
 Director  
 R.D. Engineering College  
 Duna, Gurgaon



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
 Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
 Fax: +91-124-4871698-99, 2342688  
 E-mail: planet@planet-pci.com, Web: www.planetpci.com  
 Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)





40

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Shivam,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Shivam  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaime*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Ghazipur, Ghazipur, India

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Durai, Tirunelveli

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961, we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



#### 14. Retirals

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity**: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note** : All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource

Director  
R.D. Engineering College  
Duhai, Ghaziabad

41

Printed by  
M/S. THE  
SOLUTIONS PVT.

*Shweta Sharma*



₹ 0000100/-

### SERVICES AGREEMENT BETWEEN EMPLOYER AND TRAINEE

This Agreement is made and executed, on this the 19/09/2022, at Hyderabad by and between:

**Identity And Access Solutions Pvt Ltd** hereinafter called the "**EMPLOYER**" which term shall mean and include all their legal representatives, successor, assigns executors, administrators, etc. of the First Part. And **Shweta Sharma** hereinafter called the "**TRAINEE**", of the Second Part

For the purpose of this Agreement, the Employer and the Trainee shall, unless repugnant to the context herein, be collectively referred to as "**Parties**" and individually as a "**Party**"

The **EMPLOYER** is in providing and executing software projects apart from providing Information Technology Solutions and Outsourcing Services to various enterprises, both in India and abroad.

1. This Agreement shall entitle the **EMPLOYER** to obtain an order from the competent court restraining the **TRAINEE** from accepting any employment with a Third Party. However, the **EMPLOYER** reserves the right to terminate the services of the **TRAINEE** at any time for unsatisfactory performance of work of the latter

2. Your Training will start from 20<sup>th</sup> July 2022, the **TRAINEE** will be eligible for a paid Stipend of Rs. 5000/- (INR Five Thousand only) effective from 1<sup>st</sup> September 2022. Post 6 months of training based on (performances and evaluation) stipend will be increased to Rs.7000/- (INR Seven Thousand only) for those who qualify. Upon successful completion of Graduation, the **EMPLOYER** shall observe the **TRAINEE** as an employee and shall be paid a minimum salary of Rs.3LPA (INR Three lakhs only per annum) (based on the academic performances, evaluation during the training period, on successful completion of mock projects, Behavioral and overall Performances) and also the **TRAINEE** will be eligible for individual health insurance worth 50,000 (INR Fifty Thousand Only) to begin with.

3. The **TRAINEE** has by way of guarantee for the due performance of the covenants herein contained, provided to the **EMPLOYER** with the particulars of his/her close relative, who has consented by signing herein below to stand as Surety on his/her behalf to ensure due compliance of the covenants. In the event of failure/ negligence of the **TRAINEE** in fulfilling any of the terms of this undertaking by discontinuing or staying away from duty without completing the tenure mentioned herein/above or resigning/regular or informal absences to work/not performing as expected in delivering his/her responsibilities during the said period or any other form of breach of the same and [he/he shall be liable to pay to the **EMPLOYER** a sum of **Rs. 150,000/- (Rupees One Lakh Fifty thousand Only)** or an amounts that have been incurred by company in recruiting and training, whichever is higher **GST as applicable (Currently it is @18%)** as compensation in lieu of the Stipend/ Remuneration/ Salary received by her/him, inclusive of expenses incurred on her/his training, besides being liable for damages an equal amount for inconvenience and dislocation caused to the **EMPLOYER** and the Party of the Third Part shall be liable jointly and severally with the **TRAINEE** to pay the aforementioned amount to the **EMPLOYER**.

4. In that regard, the **TRAINEE** and one of his/her Surety, jointly executed an Indemnity Bond in favor of the **EMPLOYER**, on this day.



R.D. Engineering College  
Durai, Guntur



5. That the EMPLOYER may at any time during the tenure of this Agreement, shall have a right to transfer the TRAINEE under the same terms and conditions of appointment, to any successor/s in interest by virtue of any business transfer or service agreement with any other Party, seeking for an amalgamation or arrangement of a merger or re-organization or re-adjustment of the business with companies under the same group or otherwise, under any law for the time being in force. And on any such transfer the terms and conditions of these presents, shall inure to the benefit of, and be binding on, the successors and assigns of both the parties.

#### 6. Non-Disclosure, Non-Compete, and Non-Solicitation

a) **Non-Disclosure:** TRAINEE is aware that, during the course of his/her employment with EMPLOYER, confidential information related to business processes, contracts, apparatus, products, research, research programs, Trainees, customers, marketing, business strategy, trade secrets, and/or other information considered confidential and proprietary in nature belonging to the EMPLOYER would have been disclosed to him/her. The TRAINEE agrees that any confidential information, including but not limited to, written embodiments thereof, is the property of the EMPLOYER and is to be held by her/him in trust solely for the benefit of the EMPLOYER and shall not be used or disclosed to others at any time. All original material including programs, disks, cards, decks, tapes, listings, including notes, extracts, reproductions of any kind and other programming documentation originated and prepared for or by the EMPLOYER is material deemed to contain confidential and proprietary information

b) That upon the termination of his/her employment from the EMPLOYER, the TRAINEE shall return to the EMPLOYER all documents and property of the EMPLOYER, including but not necessarily limited to: drawings, blueprints reports, manuals/ correspondence, customer lists, computer programs, and all other materials/and all copies thereof relating in any way to the EMPLOYER's business, or in any way obtained by him/her during the course of employment. He further agrees that he/she shall not retain copies, notes or abstracts of the foregoing

c) The TRAINEE shall not during or any time after the termination of his/her employment with the EMPLOYER, use for himself/herself or others, or disclose or divulge to others including future Trainees, any trade secrets, confidential information, or any other proprietary data of the EMPLOYER in violation of this agreement.

d) **Non-Solicitation:** The TRAINEE Shall not during or any time after the termination of his/her employment with the EMPLOYER for a period of one (1) year agrees that he/she will, either directly or indirectly, a) hire or contract for the services of the contractual client/ Customer of EMPLOYER or any other person. c) Induce or attempt to influence any Trainee or any other person working as an independent contractor for **Identity And Access Solutions Pvt. Ltd** to terminate any employment or other contractual arrangement with **Identity And Access Solutions Pvt. Ltd**.

e) **Non-Competition:** The TRAINEE shall not during or any time after the termination of his/her employment with the EMPLOYER for a period of one (1) year (a) interfere with or impede the contractual relationship between

**Identity And Access Solutions Pvt. Ltd** and its Client(s), or suggest or cause said Client(s) to modify, cancel, or fail to renew or extend their contract with **Identity And Access Solutions Pvt. Ltd** (b) Sell, solicit sales, or offer to sell to **Identity And Access Solutions Pvt. Ltd** Client(s) any software, services, or other products without the prior written approval of **Identity And Access Solutions Pvt. Ltd**

f) **Injunctive Relief:** The TRAINEE agrees and understands that money damages would not be sufficient remedy for breach of this agreement by TRAINEE and that effective enforcement of this agreement requires that the remedies available for any breach by the TRAINEE must include



Director  
R.D. Engineering College  
Ghaziabad

specific performance and/or injunctive relief. Such remedies shall not be deemed to be the exclusive remedy for any such breach but shall be in addition to all other remedies available to the EMPLOYER, at law or in equity under the governing law. The EMPLOYER may notify any future or prospective EMPLOYER of the TRAINEE or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

7) Unless the context clearly requires otherwise, (a) "shall," "will," and "agrees" are mandatory and "May" is permissive; (b) "or" is not exclusive; and (c) "includes" and "including" are not limiting. The singular includes the plural and vice versa and words importing a gender includes other genders

8) The terms and conditions of appointment of the TRAINEE with the EMPLOYER as contained in the appointment letter shall remain unaffected and shall continue to be binding between the Parties.

9) It is hereby agreed between the Parties to these Presents that in the event of any claim or liability arising out of the terms and conditions herein above contained, the Courts at Hyderabad/ Ranga Reddy District/shall have jurisdiction to the exclusion of all the other court

All communications between the Parties hereto shall be deemed to have been served effectively if addressed to the following address as:

Gali No-5,B Tower ke pichne, New Defence Colony, Muradnagar, Ghaziabad, Uttar Pradesh-201206

Any change in the above addresses of any of the concerned Parties, shall be intimated to the other Parties by the concerned within a period of seven days of such change and in the absence of such intimation, the addresses mentioned above shall be deemed the addresses of the concerned Parties.

All the Parties hereto have read and understood each and every provision of this Agreement Signed on the day, month and year herein above-mentioned

EMPLOYER

TRAINEE

WITNESSES:

1.

2.

Name:-

Shweta Sharma  
(1902310310061)



Shweta

Director  
R.D. Engineering College  
Duhai, Ghaziabad

42

2<sup>nd</sup> JAN, 2023

To

Mr. Sanjeev Sharma

RDEC Ghaziabad (UP)

**Subject: Industrial Training cum Placement offer of Your Student in our company.**

Dear Sir,

We are pleased to inform you that has been shortlisted for the **Internship training for six months at Minda Corporation Ltd** with a monthly stipend of INR 10,000 (Ten Thousand Only). We welcome SALFI MOHIDDIN in our plant for internship for the period of 06<sup>th</sup> March '23 to 06<sup>th</sup> March '23.

Please confirm to us arrival date by email: [hirdyanand.hirdya@mindacorporation.com](mailto:hirdyanand.hirdya@mindacorporation.com)

As per standard system and procedure, training opportunity is granted on the following terms:

**A. Internship Training:**

1. It is presumed that identification of student is well verified by your college during admission.
2. Internship Trainee will report to our factory with copy of this letter signed by TPO of your college, he/she should carry college ID card. It is required for verification.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 95% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible only for providing training opportunity. Company is not responsible for any liability arising out of any miss happening /accident during internship training period.
5. Internship Trainee will do project in our company as assigned to his/her at Noida/Gr. Noida location.
6. Internship Trainee will have to submit one copy of project report to us, on completion of project for our records.
7. Internship Trainee will abide by factory rules & regulation of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the company.
8. Internship Trainee will do the project under the mentorship which will be assigned by the HR.
9. Company does not provide Hostel/Accommodation & Transport facility will be provided as per company norms to internship trainee.
10. During course of internship training, trainee will be going through various internal sensitive information. You should be fully aware of the sensitive nature of Company's information and should not divulge to any person, except with the specific authorisation of the Management, any information regarding the Company's operations or that of any of its clients.



R.D. Group of Institutions  
Ghaziabad

11. No documents or stationery or any other material of confidential nature should be handed over to any person without the specific written approval of the Management. All documents personally handed over would be entered in the dispatch register prior to handing over the same.
12. You will ensure that no additional softwares /unlicensed softwares other than those provided by the Company would be loaded in the desktop / laptop / work station provided by the company. For such unauthorized uploading / installation you will make yourself liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this clause, the Company shall have a right to claim appropriate remedies available under the laws with no claim to the Company.

**B. National Apprenticeship Training:**

13. After completion of internship training for the period of six months, you will undergo the National Apprenticeship Training program for the period of 1 year at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand Only).
14. Projects/applications will be assigned as per your deployment in the specific department for which you will learn and perform under guidance of Supervisor/Mentor.
15. Performance of your projects and learning will be monitored and reviewed on periodic basis.
16. You will be entitled for leaves as per company policy in-line with NATS Board.

**C. Permanent Employment:**

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company roll as an "Engineer" at Level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000/Month (Thirty Thousand Per Month).
18. You will disclose and assign to the company forthwith any discoveries/invention made by you during the tenure of your training and employment with the company and such invention will be the sole property of the company

Best Wishes  
For Minda Corporation Ltd.,

H   
Hirdyanand Hirdya  
Lead HR, MCL BV1



  
R.D. Engineering College  
Duhai, Ghaziabad

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Sumit Singh,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



R.D. Engineering College  
Duhai, Ghazipur

**ANNEXURE - I**

**Name of the Employee :** Sumit Singh  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



R.D. Sagar Engineering College  
 Durgam, G122300000

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.O. Engineering College  
Duhai, Gaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



Dr. Pooja Singh  
R.D. Engineering College  
Ghaziabad



- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

• Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

• You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

• In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Date: 10-April-2023

**Vivek Kumar**

**Subject: Contract Letter for the Post of Wireman**

Dear Vivek Kumar

With reference to your application for contractual employment and subsequent interview with us, we are pleased to offer you appointment for a fixed period of employment w.e.f. **19-April-2023 to 19-April-2024** as **Wireman on deputation at Bharti Airtel Limited** on total yearly CTC of **Rs. 241620/- (Rupees Two Lac Fourty One Thousand Six Hundred Twenty).**

1. Your fixed term contract appointment will take effect from the date of your joining i.e. **19-April-2023**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. Your services are liable to termination at one month's notice or payment in lieu thereof. You shall also give a similar notice of resignation or forfeit one month's gross salary in lieu thereof. No notice shall however, be effective if it is given during the leave period and that you will not be entitled to proceed on leave during the notice period.
3. Upon acceptance of this letter, the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated therein.
4. You will be governed by the policies of the client's organization with respect to working hours, leave and holidays and the entitled leave stands lapse if not taken. However, the company/ client reserves the right to modify/ alter your hours of work from time to time. In addition to this you shall also abide by any training that may be offered to you by the client.
5. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.



Director  
G. D. Engineering College  
Gurgaon, Haryana



Corporate Office: Prime Tower 257-258, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-S7  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



6. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.
7. Your appointment is subject to your being found medically fit, your submitting copies of your certificates and testimonials mentioned and relied upon in your application, salary certificate and relieving letter from your last employer, your reference being found correct and satisfactory by us, and your submitting two passport size photographs.
8. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.
9. In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.
10. Initially, your place of deputation at present will be at **Bharti Airtel Limited, South Delhi**. The Management reserves the right to utilize your services on deputation to our clients at any place on fixed term contract and your services are liable to utilize elsewhere in India through our group branch offices either in existence or which may come into existence herein after at the place of posting or at any such other place where the company may have any business interest.
11. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.
12. You will not indulge in any activity, which may be contrary to or inconsistent with or prejudicial to the interests of the company during the period of your employment. After joining your duty you shall be whole time employee of the company and shall not engage yourself in any other work, profession or employment, either honorary or otherwise during the period of your employment.



R.O. Engineering College  
Duhai, Gurgaon



Corporate Office: Prime Tower-287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-37  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



# PLANET PCI

INFOTECH LTD.

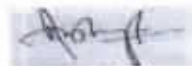
A N I T O 2 0 0 1 2 0 0 8 R E G I S T E R E D F I R M

CIN No. : U72100DL1999PLC101989

13. You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.
14. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.
15. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as per company policy, against you.
16. In case of any default / violation / dispute or interpretation of any part of this appointment letter or the rules governing your service or otherwise, however arising, the decision of the Management thereon shall be final and binding. For enforcement of this agreement and the management decisions in that respect or in the event of any dispute arising out of breach of any terms and conditions stipulated herein will be governed by the courts of Delhi only.

You are requested to sign the duplicate copy of this letter as confirmation and acceptance of the above stated terms and conditions of your fixed term contractual appointment.

Yours faithfully,  
for Planet PCI Infotech Ltd.



Authorized Signatory

Declaration by the employee:  
I have read and understood the above terms  
and conditions and undertake to abide by them.

Signature of the Employee



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
Fax: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)



### Annexure A

Salary Breakup		
Break Up	Monthly	Annually
Basic Salary	14845	178140
HRA	876	10512
Conveyance Allowance	0	0
statutory Bonus	1237	14844
Other Allowance	0	0
Risk Allowance	0	0
<b>Gross(A)</b>	<b>16958</b>	<b>203496</b>
PF Contribution Employee	1781	21372
ESIC Employee	128	1536
LWF Employee	0	0
PT	0	0
<b>Total Deductions (A)</b>	<b>1909</b>	<b>22908</b>
PF Contribution Employer	1930	23160
ESIC Employer	552	6624
LWF Employer	0	0
Employee Benefit	695	8340
<b>Total Deductions (B)</b>	<b>3177</b>	<b>38124</b>
<b>Net Payable (A - B)</b>	<b>15049</b>	<b>180588</b>
<b>Cost To Company (A+B)</b>	<b>20135</b>	<b>241620</b>

*[Handwritten Signature]*



*[Blue Stamp]*  
 Director  
 R.D. Engineering College  
 Duhai, Gurgaon



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
 Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
 Fax: +91-124-4871698-99, 2342688  
 E-mail: planet@planet-pci.com, Web: www.planetpci.com  
 Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi – 110005 (India)





Offer Letter of **Anju Goswami**, for the post of **Train Operator ("Position")** in respect of the **"Operation & Maintenance (O&M) services for NCRTC RRTS and MRTS Delhi Meerut Line" ("Project")**.

I the undersigned, **Anju Goswami**, hereby confirm that DB processes my data on the legal basis of Art. 6 Abs 1 lit b GDPR to fulfil the requirements from the Project submission and provide my Curriculum Vitae (CV) according to the Art.6 Abs.1 lit. b GDPR. I authorize the bidding Deutsche Bahn entity ("**DB**") to include my Curriculum Vitae (CV) into DB's technical proposal for the Project and confirm that no actual or potential conflict of interest exists with regard to inclusion of my CV in the technical proposal prepared by DB for the Project.

I understand that after allotment of the Project to DB, my absence from the assignment as described herein, may lead to my debarment and/or disqualification as a candidate for the position or for any future employment opportunities by DB and/or its affiliate, for such period as may be determined by DB and/or its affiliate.

The employment for the position with the entity executing the contract ("**Company**") is conditional on DB:

1. Signing the O&M agreement of the Project with NCRTC; and
2. Confirming my employment, which shall be entirely at DB's discretion.

I hereby irrevocably agree, acknowledge and accept this offer, including the following terms:

1. My work location shall be **Delhi NCR / UP**.
2. My annual gross salary shall be **INR 3,00,000.00 (Rupees Three Lakh Only)** (as per breakup in the annexure to this letter), subject to any deduction including without limitation, the usual deductions for tax and social security contributions (if applicable) at the rate prescribed under applicable law.
3. I will join within **30 days** from the date of receipt of the appointment letter which will contain the detailed terms and conditions of my employment with the Company; and
4. My employment will be subject to a duly completed and satisfactory reference and background check, if so, required by the Company and/or DB.

I hereby agree and acknowledge that any information provided to me by the Company and/or DB and/or any of its affiliates, agents or advisors, in relation to the Project shall be strictly confidential and I shall not divulge, disclose, communicate, reproduce or pass over the same or copies thereof to any third party.

I agree and acknowledge my obligation to provide any details, information, documents and such other assistance and cooperation as may be required by DB and/or its affiliates from time to time in relation to my candidature for the Position.

Name: **Anju Goswami**

Signature: Anju Goswami

Place: DUHAT DEPOT

Date: 08/04/2022

Address with mobile number & email:

Home No- 210/ Naupuri Ghazipur

(8512071213)

Mail- anju.sgt.goswami@gmail.com



Director  
R.D. Engineering College  
Duhat, Ghazipur



SAMSUNG



SAMSUNG DISPLAY NOIDA PVT. LTD.

C.T.S. - 132903 P.O. P.O. 132903  
Block III - B-11, Sector-01, Phase-1C, Noida-201305, U.P., India  
Tel. : 051320027888  
E-mail : [hr@sdn.samsung.com](mailto:hr@sdn.samsung.com)

SDN/HR/CONF/2022/21429327

25-Mar-2022

Mr. Anmol Rana  
Designation - Assistant Engineer  
Department - Innovation Group  
Gen ID - 21429327  
Noida

Dear Anmol,

Based on your performance review during probation period from **1-Oct-2021** to **31-Mar-2022**, we are pleased to inform you that your employment is being confirmed as **Assistant Engineer** effective from **1-Apr-2022**. The other terms and conditions of your employment shall remain the same.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance for our records.

Looking forward to your active contribution and valuable association towards the growth of the company.

For Samsung Display Noida Pvt. Ltd.

*Sakshi*  
Sakshi Manocha  
General Manager - HR



Name :- ANMOL RANA

Roll No :- 2002310319003

Sign :- *Anmol Rana*

S/o Mr. Sushil Rana

*Sakshi*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**Letter of Appointment**

Date: 10<sup>th</sup> Oct 2022

Dear Srishti Bhatnagar,

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as **Human Resource Executive** with effect from **10<sup>th</sup> Oct 2022**. You will be based in our **Affnads Solutions Pvt Ltd C-916-917, 9th Floor, Tower C, ITHUM, A-40, Sector-62, Noida, UP 201301** office.

You will be paid gross emoluments as detailed in **Annexure – A**.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**.

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

Please sign on each page and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming leaders in the business. We assure you of our support for your professional development and growth.

Yours truly,  
For Affnads Solutions Pvt. Ltd.

For AffnAds Solutions Pvt. Ltd.

  
Authorised Signatory

**Shradha Srivastava**  
HR Manager



  
Director  
R.D. Engineering College  
Duhai, Ghazalabad

Annexure – A

Salary structure can be bifurcated as under:

Basic Pay	8,400INR
HRA	4,200INR
Medical Allowance	3,150INR
Conveyance Allowance	2,888INR
Special Allowance	2,362INR
Gross Salary	21,000INR

**TOTAL CTC: TWO LAKHS FIFTY THOUSAND TWO HUNDRED ONLY (IN WORDS)**

**On the date of your joining, you may please bring along the following:**

1. Proof of age
2. Appointment letter of the previous employer, 3 months Salary Slip and Resignation Letter.
3. Copy of Pan Card
4. Residence Proof
5. 2 Passport Size Photographs and Copy of this Offer Letter

*Sushiti Bhatnagar*  
Applicant Signature



*Shradha*  
For AtinAds Solutions Pvt. Ltd.  
Director  
P.D. Engineering College  
Duhai, Gaziabad

*Shradha*  
Authorised Signatory  
HR Manager Signature

## Annexure – B

**1. Personal Particulars:**

You will keep us informed of any change in your residential address, your family status or any other relevant particulars.

**2. Nature of Work:**

Your nature of work mainly includes all the aspects of the (Duties and responsibilities) **Associate** as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

**3. Working Hours:**

The regular working hours of the company are from **10:00AM to 7:00PM** including 60 minutes for lunch break, 5 days a week. You will be required to work extra hours as and when required and informed by your senior.

**4. Late comings:**

The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance. Work hours lost due to late entries will be adjusted in your salary along with one day marked as absent for every three late entries.

**5. Assignment, Transfer and Deputation:**

Though you have been engaged to a specific position, the company reserves the right to send you on transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

**6. Performance Reviews/Appraisal:**

The Company follows a policy of annual performance reviews, which are linked to performance incentives every year. If applicable, you will be eligible for performance based incentives on the basis of your gross monthly salary and on the basis of your performance during the previous year.

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

**7. Intellectual Property Right:**

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the



tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**8. Secrecy/Confidentiality:**

You will not, during the course of your employment with the company or at any time thereafter, divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

**9. Restrain:**

**i. Access to Information:**

Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access to projects and teams. Access to this is authorized through access privileges approved by project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

**ii. Restriction on Personal Use:**

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

**10. Leave:**

You will be entitled for leaves as per company policy.

Medical Leaves:	9 Days in a year
Casual Leaves:	5 Days in a year
National Holidays:	As per Company Calendar released every year

You will be on the probation period of **6 months**. During this period company can take decision on your performance and behavior toward other co-worker and clients.

**11. Termination of Service:**

- i. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.



Director  
R. Engineering College  
Ghaziabad

- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- iv. During your employment with us, you shall not work anywhere else directly or indirectly, part time, or full time, honorary or in any other capacity without written approval of Senior Management and you shall not disclose to anybody any confidential information available to you in the course of your employment with the company.

**12. Standing Orders:**

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

**13. Appointment in Good Faith:**

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable and are subject to amendments and adjustments from time to time. In all matters including those not specifically covered here you will be governed by the rules of the company as shall be in force from time to time.

*Srishti Bhatnagar*  
Applicant Signature



For AllnAds Solutions Pvt. Ltd.

*Mukesh Bhatnagar*  
Authorized Signatory  
HR Manager Signature  
R.D. Engineering College  
Duhai, Ghaziabad

Name - *Srishti Bhatnagar*  
Roll no. - *2002310319008*

*Srishti Bhatnagar*

D/O - *Mukesh Bhatnagar*

SESSION (2022-2023)

OFFER LETTER

ME BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghinziabad

**Registered Office:**

4th Floor, Kings Mall, Sector-10, Rohini, New Delhi-110085 (INDIA)

Ph. : 011-66376000 • Fax : 011-66376080

E-mail: info@goldplusgroup.com • Website: www.goldplusgroup.com

CIN : U26109DL2005PLC143705

Ref: RD/OL/2022

DATED: 5-DEC 2022

To,  
Mr. Aftab Ansari  
B.Tech (Mechanical)  
RD Engineering College

**Subject- Offer Letter the position of "Graduate Engineer Trainee"**

This has reference to your profile submitted by you for the above position and discussion with our Director in the matter. We are pleased to offer you the position of "GET." in our organization Your initial posting will be at Roorkee Plant. You are advised to join us on or before 14 Dec 2022. On joining our organization you will be issued with appointment letter along with details of salary package (2.40 Lacs Per Annum)

This offer is contingent upon satisfactory submission of following:

1. Photocopies of all testimonial.
2. Photocopy of ID proof. (PAN card, Voter ID, Driving License, Passport).
3. Photocopy of Address proof (local & permanent both).
4. Requisite IT Declaration Form. (Form 16/ Form 12).
5. Relieving letter or unqualified acceptance of resignation, in original.
6. Copy of all previous experiences.
7. Copy of last emoluments, as stated by you during discussion.
8. Four Photographs in passport size.
9. Two Professional references

We hope this will be the beginning of a long and mutually satisfying association with Gold Plus Group.

Please acknowledge the duplicate copy of this letter as a token of your acceptance. You are advised to report HR department at the first instance, to complete the joining formalities



for Gold Plus Glass Industry Limited

Devencha Singh  
Head-HR & Admin

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



08

08



Hettich India Private Limited

A-26/4, 1st floor,  
Moham Co-operative Industrial Estate,  
New Delhi - 110 044

Tele Ph. : +91 11 4889 4000

Fax : +91 11 4889 4044

E-mail : Sales\_enquiry@in.hettich.com

: Customer\_services@in.hettich.com

Website : www.hettich.com

Toll free : 1800 209 2096

CIN : U36109MH1999PTC161129

08<sup>th</sup> December 2022

Mr. Gajendra Kumar  
H.No- 31 Neelmani Colony,  
Mohannagar Ghaziabad,  
Uttar Pradesh - 201007

Dear Mr. Gajendra Kumar,

Sub: OFFER OF EMPLOYMENT/ LETTER OF INTENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our organization as "Solution Provider" based at PAN India, at a salary and other terms and conditions, discussed and agreed to between us.

Your employment would be effective from 14<sup>th</sup> February 2023 And the formal Appointment Letter will be issued to you, upon successful completion of training followed by confirmation into regular cadre.

At the time of your joining the organization, it is considered obligatory for you to bring along and submit your letter of relieving from your former employer, wherever applicable

As your initial phase of appointment is in the nature of "Trainee" that requires expending company's resources to train and equip you for our job requirement, you will be required to execute a bond for an amount of Rs. 50,000 (Rupees fifty thousand Only) and undertake to serve the company for a minimum assured period of 24 (Twenty four) months, after successful completion of your training and confirmation in regular cadre.

During the period of your training however, you will be required to appear for weekly tests on areas covered and it is considered a must that you pass each of these test to qualify eventually for continuity of your follow up training & consequent confirmation into regular job.

Kindly acknowledge the receipt of this Offer Letter and return the duplicate, as a token of your acceptance.

Yours faithfully,  
For Hettich India Private Limited

Andre Eckholt  
Managing Director



I am ready to join the Company  
dates on 14/02/2023

Roll No - 1902310400009

Branch - ME (4<sup>th</sup> year)

Year - 4<sup>th</sup> year

Mob No - 9910356992

Sign - Gajendra Kumar

**Registered Office:**

4th Floor, Kings Mall, Sector-10, Rohini, New Delhi-110085 (INDIA)

Ph. : 011-66376000 • Fax : 011-66376060

E-mail: info@goldplusgroup.com • Website: www.goldplusgroup.com

CIN : U26109DL2005PLC143705

Ref: RD/OL/2022

DATED: 5-DEC 2022

To,  
Mr. Hemant Kumar  
B.Tech (Mechanical)  
RD Engineering College

**Subject- Offer Letter the position of "Graduate Engineer Trainee"**

This has reference to your profile submitted by you for the above position and discussion with our Director in the matter. We are pleased to offer you the position of GET." in our organization Your initial posting will be at Roorkee Plant. You are advised to join us on or before 14 Dec 2022. On joining our organization you will be issued with appointment letter along with details of salary package (2.40 Lacs Per Annum)

This offer is contingent upon satisfactory submission of following:

1. Photocopies of all testimonial.
2. Photocopy of ID proof. (PAN card, Voter ID, Driving License, Passport).
3. Photocopy of Address proof (local & permanent both).
4. Requisite IT Declaration Form. (Form 16/ Form 12).
5. Relieving letter or unqualified acceptance of resignation, in original.
6. Copy of all previous experiences.
7. Copy of last emoluments, as stated by you during discussion.
8. Four Photographs in passport size.
9. Two Professional references

We hope this will be the beginning of a long and mutually satisfying association with Gold Plus Group.

Please acknowledge the duplicate copy of this letter as a token of your acceptance. You are advised to report HR department at the first instance, to complete the joining formalities



for Gold Plus Glass Industry Limited

Devedra Singh  
Head-HR & Admin

Director  
R.D. Engineering College  
Ghaziabad

12



**Hettich India Private Limited**  
 A-26/4, 1st floor,  
 Mahan Co-operative Industrial Estate,  
 New Delhi - 110 113  
 Tele Ph : +91 11 46011000  
 Fax : +91 11 46011000  
 E-mail : Sales\_enquiry@in.hettich.com  
 : Customer\_services@in.hettich.com  
 Website : www.hettich.com  
 Toll free : 1800 209 2096  
 CIN : U36109MH1999PTC161129

6<sup>th</sup> June 2022

**Mr. Kapil Kumar**  
 186, Harsaon  
 Ghaziabad -201002

Dear Mr. Kumar,

Sub: OFFER OF EMPLOYMENT/ LETTER OF INTENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our organization as "Solution Provider" based at PAN India, at a salary and other benefits and conditions, discussed and agreed to between us.

Your employment would be effective from 20<sup>th</sup> June 2022. And the formal Appointment Letter will be issued to you, upon successful completion of training followed by confirmation into regular cadre.

At the time of your joining the organization, it is considered obligatory for you to bring along and submit your letter of relieving from your former employer, wherever applicable

As your initial phase of appointment is in the nature of "Trainee" that requires expending company's resources to train and equip you for our job requirement, you will be required to execute a bond for an amount of Rs. 50,000 (Rupees fifty thousand Only) and undertake to serve the company for a minimum assured period of 24 (Twenty four) months, after successful completion of your training and confirmation in regular cadre.

During the period of your training however, you will be required to appear for weekly tests on areas covered and it is considered a must that you pass each of these test to qualify eventually for continuity of your follow up training & consequent confirmation into regular job.

Kindly acknowledge the receipt of this Offer Letter and return the duplicate, as a token of your acceptance.

Yours faithfully,  
 For Hettich India Private Limited

A. K. G.  
 Managing Director

*I have accepted the Job offer & I will join the company on 21/06/2022*

*Name - Kapil Kumar  
 4<sup>th</sup> year - Mechanical Engineering  
 B.tech - 2023  
 mobile NO - 9873101260  
 Signature - Kapil Kumar*

*Director  
 P.T.D. Engineering College  
 Ghaziabad*

12



**Hettich India Private Limited**

A-262A, 1st floor,  
Mohan Co-operative Industrial Estate,  
New Delhi - 110 044  
Tele Ph. : +91 11 4889 4000  
Fax : +91 11 4889 4044  
E-mail : [Sales@hettich.com](mailto:Sales@hettich.com)

Website : [www.hettich.com](http://www.hettich.com)  
Toll free : 1800 209 2090  
CIN : U30109MH1999PTC161129

6<sup>th</sup> June 2022

**Ms. Pooja Yadav**  
Near Mirzapur Railway station,  
Mirzapur-231001

Dear Ms. Yadav,

Sub: OFFER OF EMPLOYMENT/ LETTER OF INTENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our organization as "Solution Provider" based at PAN India, at a salary and other terms and conditions, discussed and agreed to between us.

Your employment would be effective from 20<sup>th</sup> June 2022. And the Initial Appointment Letter will be issued to you, upon successful completion of training followed by confirmation into regular cadre.

At the time of your joining the organization, it is considered obligatory for you to bring along and submit your letter of relieving from your former employer, wherever applicable

As your initial phase of appointment is in the nature of "Trainee" that requires expending company's resources to train and equip you for our job requirement, you will be required to execute a bond for an amount of Rs. 50,000 (Rupees fifty thousand Only) and undertake to serve the company for a minimum assured period of 24 (Twenty four) months, after successful completion of your training and confirmation in regular cadre.

During the period of your training however, you will be required to appear for weekly tests on areas covered and it is considered a must that you pass each of these test to qualify eventually for continuity of your follow up training & consequent confirmation into regular job.

Kindly acknowledge the receipt of this Offer Letter and return the duplicate, as a token of your acceptance.

Yours faithfully,  
For Hettich India Private Limited

  
A. A. Singh  
Managing  


I have accepted the job offer and I will join the company on 21/06/2022

Name - Pooja Yadav  
B.tech III<sup>rd</sup> Year (ME)

Batch - 2023  
9005903965 - Pooja Yadav

14



Hettich India Private Limited  
A-26/A, 1st floor,  
Mohan Co-operative Industrial Estate,  
New Delhi - 110 044  
Tele Ph. : +91 11 4889 4000  
Fax : +91 11 4889 4044  
E-mail : Sales\_enquiry@in.hettich.com  
: Customer\_services@in.hettich.com  
Website : www.hettich.com  
Toll free : 1800 209 2096  
CIN : U36109MH1999PTC161129

6<sup>th</sup> June 2022

Mr. Manish Singh  
B-23 Vishnu Vihar,  
Chhapraula GB Nagar  
Ghaziabad, U.P.-201009

Dear Mr. Singh,

Sub: OFFER OF EMPLOYMENT/ LETTER OF INTENT

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in our organization as "Solution Provider" based at PAN India, at a salary and other terms and conditions, discussed and agreed to between us.

Your employment would be effective from 20<sup>th</sup> June 2022. And the formal Appointment Letter will be issued to you, upon successful completion of training followed by confirmation into regular cadre.

At the time of your joining the organization, it is considered obligatory for you to bring along and submit your letter of relieving from your former employer, wherever applicable

As your initial phase of appointment is in the nature of "Trainee" that requires expending company's resources to train and equip you for our job requirement, you will be required to execute a bond for an amount of Rs. 50,000 (Rupees fifty thousand Only) and undertake to serve the company for a minimum assured period of 24 (Twenty four) months, after successful completion of your training and confirmation in regular cadre.

During the period of your training however, you will be required to appear for weekly tests on areas covered and it is considered a must that you pass each of these test to qualify eventually for continuity of your follow up training & consequent confirmation into regular job.

Kindly acknowledge the receipt of this Offer Letter and return the duplicate, as a token of your acceptance.

Yours faithfully,  
For Hettich India Private Limited

A. K. Goel  
Managing Director



I have accepted the job offer  
& I will join the company  
on 21/06/2022  
Name Manish Singh  
3rd year - Mechanical Engineering  
Batch - 2023  
mobile no - 8744925549  
signature - manish

14

15

**Registered Office:**

4th Floor, Kings Mall, Sector-10, Rohini, New Delhi-110085 (INDIA)  
Ph. : 011-66376000 • Fax : 011-66376060  
E-mail: info@goldplusgroup.com • Website: www.goldplusgroup.com  
CIN : U26109DL2005PLC143705

Ref: RD/OL/2022

DATED: 5-DEC 2022

To,  
Mr. Pratham  
B.Tech (Mechanical)  
RD Engineering College

**Subject- Offer Letter the position of "Graduate Engineer Trainee"**

This has reference to your profile submitted by you for the above position and discussion with our Director in the matter. We are pleased to offer you the position of "GET." in our organization Your initial posting will be at Roorkee Plant. You are advised to join us on or before 14 Dec 2022. On joining our organization you will be issued with appointment letter along with details of salary package (2.40 Lacs Per Annum)

This offer is contingent upon satisfactory submission of following:

1. Photocopies of all testimonial.
2. Photocopy of ID proof. (PAN card, Voter ID, Driving License, Passport).
3. Photocopy of Address proof (local & permanent both).
4. Requisite IT Declaration Form. (Form 16/ Form 12).
5. Relieving letter or unqualified acceptance of resignation, in original.
6. Copy of all previous experiences.
7. Copy of last emoluments, as stated by you during discussion.
8. Four Photographs in passport size.
9. Two Professional references

We hope this will be the beginning of a long and mutually satisfying association with Gold Plus Group.

Please acknowledge the duplicate copy of this letter as a token of your acceptance. You are advised to report HR department at the first instance, to complete the joining formalities



for Gold Plus Glass Industry Limited

Devyash Singh  
Head-HR & Admin

R.D Engineering College  
Duhai Ghaziabad



(18)

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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

**Rohit Kumar**

**Subject: Appointment as a Content Operations**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations**

We are excited to have you as a part of our team. As you know, the process was conducted across many candidates. The selection procedure took some time because it was hard for us to choose the best amongst so many deserving candidates

**Your Candidate ID is GGC122765456**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations**

We extend a very warm welcome to you and wish you all the best. We hope you will do well all the duties that you are charged with.

Duration of internship will be **1-06-2022 to 01-01-2023**

Please consider this is a formal letter of appointment. You may also use this letter, if required, at your workplace/institution to claim any kind of exemption.

Kindly, send any queries and/or questions to [info@mechomotive.com](mailto:info@mechomotive.com).

We look forward to working with you.

With Warm Regards,

  
Aman Rai | Co-Founder



  
Director  
R.D. Engineering College  
Gujrat, Gujrat

19



## QUIQR HR SERVICES

Date: 17/10/2022

Ref: LFS/HR/2022/0001

To,

Mr. Shivam

**Sub: Letter Of Intent**

With reference to the campus interview for the position of "Operative Trainee", we are pleased to offer the position for a period of one year and consider there after subject to performance,

You will be deputed at "**Jayashree Polymer**", **Pune** on the payroll of Quiqr HR . Kindly bring the following documents at the time of joining: -

1. Proof of Age (SSLC or its equivalent).
2. Proof of Identity (Voter ID, Driving License etc.).
3. Proof of Address (Ration card, Passport etc.).
4. Photocopies of certificates in respect of your education and experience.
5. Relieving Order from your previous employer.
6. Passport size photographs - 4 Nos.
7. Bank Proof (Bank passbook front page or cancel cheque copy).

We would request you to handover the duplicate copy of this letter duly signed to us as a token of acceptance for the same.

**Venue:** -Jayshree Polymer, Thermax Chowk, Pimpri Chichwad,Pune.

**Note:-** *Initially for 6 months the salary will be Rs. 11,500/- take home. After that the salary will be revised as per the performance upto CTC- 17,049/- Per month.*

Thanking you

Yours faithfully

For **QUIQR HR SERVICES LLP**

**This letter does not require any signature or stamp.**



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reg. Office: 156-157,1st floor sector 9c Chandigarh, E-MAIL-ID :-[quiqrhr@gmail.com](mailto:quiqrhr@gmail.com)

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



223

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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)



To

**Sonu Kumar**

**Subject: Appointment as a Content Operations**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations**

We are excited to have you as a part of our team. As you know, the process was conducted across many candidates. The selection procedure took some time because it was hard for us to choose the best amongst so many deserving candidates

**Your Candidate ID is GGC122765432**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations**

We extend a very warm welcome to you and wish you all the best. We hope you will do well all the duties that you are charged with.

Duration of internship will be **1-06-2022 to 01-01-2023**

Please consider this is a formal letter of appointment. You may also use this letter, if required, at your workplace/institution to claim any kind of exemption.

Kindly, send any queries and/or questions to [info@mechomotive.com](mailto:info@mechomotive.com).

We look forward to working with you.

With Warm Regards,

  
Aman Rai | Co-Founder



  
Director  
R.D. Engineering College  
Durai, Ghaziabad

23

**10-DECEMBER-2022**

Mr. Sunil Kumar,  
Lane No-54, Greater kailash,  
Jammu-180011

Subject-Offer of Training with Binary Semantics Limited!

Dear Sunil kumar,

Congratulations on your selection with Binary Semantics!

This refers to the application and your subsequent interviews and discussion; we are delighted to offer you a position of **Trainee- IT Sales** for our Gurgaon office on the following terms & conditions-

1. Your joining date would be **6-february-2023** at 9:00 P.M.
2. You will be provided initial process training for 3 to 5 weeks from joining date and will be paid stipend for this initial process training period at the rate of Rs.22,000 p.m. The services can be terminated for not succeeding the process training without any notice.
3. On successful completion of process training you will be paid stipend at the rate of Rs.22,000 p.m. from the date of successful completion of process training for remaining training period upto 12 months from the date of joining.
4. In addition to above on successful completion of training there will be a contribution at the rate of Rs.3,000 p.m. linked with paid days towards performance cum term bonus. The accrued performance cum term bonus will be paid subject to completion of a year from date of joining. If someone leaves without completing the said period will not be eligible for performance cum term bonus.
5. After 12 months of successful completion of training your performance will be reviewed as per the company policy.
6. During the training period the services can be terminated from either side on a notice period of 30 days.

You are requested to furnish true and correct information pertaining to your qualification & other details. You are also required to bring original and submit photocopies of documents as per details mentioned in **Annexure A**. You are also entitled for additional benefits mentioned below-

- Floating Medical Insurance Coverage of INR. 5 Lacs
- Group personal accident Insurance coverage of INR 5 Lacs

We take pleasure in welcoming you to Binary family and look forward to a mutually beneficial and long-term association with us.

With Best Wishes,

For, Binary Semantics Limited

  
  
 Authorized Signatory

  
 Director  
 R.D. Engineering College  
 Duhan, Gurgaon

+91-124-4787200

Plot No. 38, Electronic City, Sector- 18,  
Gurugram, Haryana - 122 015 (India)



Ref No. BSL/HR/Trainee Offer/2023-24/38

**Annexure-A**

As part of the joining process, you are expected to get originals, for verifications and the photocopies for submission of the following documents:

**Personal Record-**

1. Pan Card
2. Adhaar Card
3. Valid Passport or Election Commission Card or Driving License.
4. Three (3) Recent Passport Size color photographs.
5. Marksheets & Certificates of Class 10<sup>th</sup> & 12<sup>th</sup>
6. Marksheets & Certificates of Graduation
7. Marksheets & Certificates of Post-Graduation
8. Marksheets & Certificates of Diploma or any training(s) attended or certification.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

+91-124-4787200

Plot No. 38, Electronic City, Sector-18,  
Gurugram, Haryana - 122 015 (India)



New Delhi

Mumbai

Bengaluru

Ref No. BSL/HR/Trainee Offer/2023-24/38

**OFFER ACCEPTANCE & DECLARATION**

I have read and understood the terms and conditions of the trainee offer letter dated **10-DECEMBER-2022** and all the related Annexures extended to me and I accept the same. I also accept and have understood the terms and conditions mentioned in the service agreement, which is extended to me on my joining.

I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter or any related annexures or service agreement.

I shall join the organization as per the joining date mentioned in the trainee letter.

Date:

Signature: \_\_\_\_\_

Name: **SUNIL KUMAR**

Director  
R.D. Engineering College  
Ghaziabad

 +91-124-4787200 Plot No. 38, Electronic City, Sector-18,  
Gurugram, Haryana - 122 015 (India)

New Delhi

Mumbai

Bengaluru



# QUIQR HR SERVICES

(24)

Date: 17/10/2022

Ref: LFS/HR/2022/0002

To,

**Mr. Vineet Kumar**

**Sub: Letter Of Intent**

With reference to the campus interview for the position of "Operative Trainee", we are pleased to offer the position for a period of one year and consider there after subject to performance,

You will be deputed at "**Jayashree Polymer**", **Pune** on the payroll of Quiqr HR . Kindly bring the following documents at the time of joining: -

1. Proof of Age (SSLC or its equivalent).
2. Proof of Identity (Voter ID, Driving License etc.).
3. Proof of Address (Ration card, Passport etc.).
4. Photocopies of certificates in respect of your education and experience.
5. Relieving Order from your previous employer.
6. Passport size photographs – 4 Nos.
7. Bank Proof (Bank passbook front page or cancel cheque copy).

We would request you to handover the duplicate copy of this letter duly signed to us as a token of acceptance for the same.

**Venue:** -Jayshree Polymer, Thermax Chowk, Pimpri Chichwad,Pune.

**Note:-** *Initially for 6 months the salary will be Rs. 11,500/- take home. After that the salary will be revised as per the performance upto CTC- 17,049/- Per month.*

Thanking you

Yours faithfully

For **QUIQR HR SERVICES LLP**

**This letter does not require any signature or stamp.**



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reg. Office: 156-157,1st floor sector 9c Chandigarh, E-MAIL-ID :-[quiqhr@gmail.com](mailto:quiqhr@gmail.com)

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

25



# QUIQR HR SERVICES

Date: 17/10/2022

Ref: LFS/HR/2022/0003

To,

**Mr. Vishal Kumar**

**Sub: Letter Of Intent**

With reference to the campus interview for the position of "Operative Trainee", we are pleased to offer the position for a period of one year and consider there after subject to performance,

You will be deputed at "**Jayashree Polymer**", **Pune** on the payroll of Quiqr HR . Kindly bring the following documents at the time of joining: -

1. Proof of Age (SSLC or its equivalent).
2. Proof of Identity (Voter ID, Driving License etc.).
3. Proof of Address (Ration card, Passport etc.).
4. Photocopies of certificates in respect of your education and experience.
5. Relieving Order from your previous employer.
6. Passport size photographs – 4 Nos.
7. Bank Proof (Bank passbook front page or cancel cheque copy).

We would request you to handover the duplicate copy of this letter duly signed to us as a token of acceptance for the same.

**Venue:** -Jayshree Polymer, Thermax Chowk, Pimpri Chichwad,Pune.

**Note:-** *Initially for 6 months the salary will be Rs. 11,500/- take home. After that the salary will be revised as per the performance upto CTC- 17,049/- Per month.*

Thanking you

Yours faithfully

For **QUIQR HR SERVICES LLP**

**This letter does not require any signature or stamp.**



Director  
R.D. Engineering College  
Duha, Ghaziabad

24 February 2023

Vishal Sharma  
vishalshounak2001@gmail.com  
9013590704

Sub: "Letter of Internship"

Dear Vishal Sharma,

Congratulations! We are pleased to engage you as Data Science Trainee at TuringMinds, a division of INSOFE Education Private Limited ("Company") basis this letter, on the following terms and conditions (the "Agreement"):

This Agreement entails the general terms and conditions of the internship offer including compensation, general internship benefit, and professional requirements.

Please review the summary of terms and conditions for your anticipated internship with the Company.

1. Your date of joining as a Data Scientist Intern shall be **28 February 2023**
2. Your orientation to the internship will be on **28 February 2023**
3. Until the time you complete your Under-Graduate Programme based on the conditions mentioned in this offer letter, you will be designated as an Intern.
4. You must report at TuringMinds Office situated at Plot No. D, 91springboard, 3rd Floor, 107, Vyapar Marg, D Block, Sector 2, Noida, Uttar Pradesh 201301 on the date of joining.
5. Your training and project work for a duration of 12 months post completion of your graduation will be at Plot No. D, 91springboard, 3rd Floor, 107, Vyapar Marg, D Block, Sector 2, Noida, Uttar Pradesh 201301.
6. During this period, as a Data Scientist Trainee you will be paid a stipend of INR 15,000 per month subject to conditions stipulated in Annexure - B. All payments made under this Agreement shall be subject to reduction to reflect taxes or other charges required to be withheld by law.
7. The stipend payable will start once the process of enrolment to the Masters Programme is complete.
8. This offer is conditional upon your satisfactory performance and successful completion of your under graduate coursework. Your offer is based on your outstanding academic record until now. The commencement of this engagement is subject to completion of your graduation on or before 01-Aug-2023, failing which this offer shall stand cancelled.
9. Your confirmation to the internship will be based on your performance as explained in the Annexure- A and Annexure - B. Subject to fulfillment of criteria specified in Annexure - A and Annexure- B, you will be promoted to the designation of Associate Data Scientist.
10. During the term of your Internship, you agree to abide by the Company's Code of Conduct, rules, regulations, organization values and cultures.
11. Company shall be entitled to terminate this Agreement in accordance with the performance and behavioral criteria set out in Annexure- A and Annexure - B and in event of violations of the Company's code of conduct as per the Company policies.

+91 81210 19111

www.TuringMinds.ai

info@turingminds.ai

ME - 2023  
Roll No

Roll No - 190231040032

26

12. Either you or the Company will be entitled to terminate this Agreement, without cause by serving a 2 months' notice period to the other party.
13. If the information you provided is incorrect or you resort to any unethical/objectionable behavior, the Company reserves the right to terminate the internship without any notice and liability on the Company.
14. You will not receive any financial support (Compensation/reimbursement of academic training) from the Company upon relieving you from your services.
15. The terms of this Agreement shall be governed in accordance with the law of India and the competent courts in Hyderabad, Telangana shall have exclusive jurisdiction.
16. The Company will collect and process personal information, as defined under applicable data protection laws, as may be submitted by you from time to time for the purpose of its internship.
17. You acknowledge that you have had the opportunity to consult legal counsel and financial advisors, you have read and fully understand this letter and are signing this Agreement voluntarily and of your own free will, to obtain the benefits of this Agreement.

We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer, please sign and date this letter in the space provided below and return it to us as per the timeline mentioned below.

Offer Acceptance	27 February 2023
Onboarding documentation	28 February 2023

This offer will stand revoked if the above timelines are not being met and your candidature will be treated as a fresh application for recruitment if you would like to join us in the future.

For TuringMinds.ai  
(A Division of upGrad INSOFE)

ACCEPTED AND AGREED:

*Vishal Sharma*

*Himanshi Sah*  
Himanshi Sah

Sr. Manager - Human Resources

*Vishal Sharma*

Vishal Sharma



*Vishal Sharma*  
Director  
R.D. Engineering College  
Duha, Hyderabad



**ANNEXURE -A**  
**TERMS AND CONDITIONS OF INTERNSHIP**

**I. Performance Criteria**

- a) You will be evaluated during your term with Company on different assessments and shall be accordingly provided with ratings depending upon your performance. We consider your conduct, performance in the training, participation etc. for evaluation. We will provide you quarterly feedback of the same.

**II. Training during 12 months commencing from reporting date.**

- a) You shall undergo several assessments and training as mandated by the Company to evaluate your performance during the Training Period. You shall be rated based on your performance in different training and assessment tests.
- b) You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

**III. Nomination to the Program**

- a) As a part of this internship and based on your performance in the assessment process (as specified in clause I above) during Training Period and your interest in the location of posting, Company will nominate you to the programs ("Program") mentioned below:

Location	University	Program
India / USA	Golden Gate University, San Francisco, CA	MS in Full Stack Artificial Intelligence and Machine Learning
India	Case Western Reserve University Cleveland, OH	Post Graduate Certification Program in Full-Stack AI and ML engineering

**IV. Nomination Process for the Program**

- a) The Company shall help you secure an admission with the above mentioned Programs and once the admission is confirmed, the Company at its sole discretion may help you secure an education loan from one of our partner financial institutions. Should you choose to avail an education loan, the terms and conditions including user agreements of the chosen partner financial institution will also be directly applicable to you and those agreements or terms shall remain outside the Company's purview. You shall be solely responsible for repayments of the education loan and in no event shall the Company be liable in any manner whatsoever for any repayments relating to the said loan.
- b) Unless specified otherwise, you shall pay the fee directly to the University.
- c) Complete details of the Program along with all the curriculum, duration, terms, and conditions shall be shared with you separately prior to the commencement of the Program.



Director  
R.D. Engineering College  
Gurgaon, Haryana

V. Completion of Program

- a) You have the right to complete the program at one go or complete the 2<sup>nd</sup> year of the masters later. In such cases where a deferment is sought, You can complete the second year of masters in 36 months from the date of completion of Year 1 however the enrolment to the Year 2 should be done no later than 12 months from the completion of Year 1.
- b) The assessment by the University to complete the Program shall be in addition to assessment and training by Company during the Training Period.
- c) You will be entitled to a Master's degree from the University on completion of the Program.



  
Director  
R.D. Engineering College  
Duhai, Gaziabad

## ANNEXURE – B

The reporting date mentioned may be subject to change. Accordingly, You are expected to reach out to the human resources team of Company at least 15 (fifteen) days before completion of your final examinations to finalize a reporting date.

- Performance rating will be based on assessments, participation in projects and behavior. You will be given a thorough assessment every quarter.
- You will be entitled to 2 leaves in a month however these leaves cannot be availed during the days when the training sessions are scheduled.
- In event of failure to secure more than 60% or a B - Grade on performance assessment after 12 months, you shall be subject to further training for a period of 6 months. During such an extended training period, you shall not be entitled to any Compensation from the Company.
- In case of failure to secure more than 60% after undergoing an extended training period of 6 months as mentioned above, Company shall be entitled to terminate your Internship without any further intimation and any obligation to pay.
- In the event of termination of this Agreement, you shall be entitled to continue the Program with the University but your internship with the Company will be terminated.
- It shall be always your responsibility to repay the loan to bank/financial institutions including in the event you drop out of the Program, discontinue internship, or are terminated based on any policy violation or performance criteria.
- The Company shall not have any financial liability to you or any bank / financial institution in any case whatsoever.
- After completion of 12 months from your date of reporting, revised Compensation structure shall be shared with you, if and when applicable.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

27

**Registered Office:**

4th Floor, Kings Mall, Sector-10, Rohini, New Delhi-110085 (INDIA)  
Ph. : 011-66376000 • Fax : 011-66376060  
E-mail: info@goldplusgroup.com • Website: www.goldplusgroup.com  
CIN : U26109DL2005PLC143705

Ref: RD/OL/2022

DATED: 5-DEC 2022

To,  
Mr. Viveksheel  
B.Tech (Mechanical)  
RD Engineering College

**Subject- Offer Letter the position of "Graduate Engineer Trainee"**

This has reference to your profile submitted by you for the above position and discussion with our Director in the matter. We are pleased to offer you the position of "GET." in our organization Your initial posting will be at Roorkee Plant. You are advised to join us on or before 14 Dec 2022. On joining our organization you will be issued with appointment letter along with details of salary package (2.40 Lacs Per Annum)

This offer is contingent upon satisfactory submission of following:

1. Photocopies of all testimonial.
2. Photocopy of ID proof. (PAN card, Voter ID, Driving License, Passport).
3. Photocopy of Address proof (local & permanent both).
4. Requisite IT Declaration Form. (Form 16/ Form 12).
5. Relieving letter or unqualified acceptance of resignation, in original.
6. Copy of all previous experiences.
7. Copy of last emoluments, as stated by you during discussion.
8. Four Photographs in passport size.
9. Two Professional references

We hope this will be the beginning of a long and mutually satisfying association with Gold Plus Group.

Please acknowledge the duplicate copy of this letter as a token of your acceptance. You are advised to report HR department at the first instance, to complete the joining formalities



for Gold Plus Glass Industry Limited

Devendra Singh  
Head-HR & Admin

Director  
R.D. Engineering College  
Duhai, Ghazipur



28

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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

Yash Bhardwaj

**Subject: Appointment as a Content Operations**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations**

We are excited to have you as a part of our team. As you know, the process was conducted across many candidates. The selection procedure took some time because it was hard for us to choose the best amongst so many deserving candidates

**Your Candidate ID is GGC122767654**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations**

We extend a very warm welcome to you and wish you all the best. We hope you will do well all the duties that you are charged with.

Duration of internship will be **1-06-2022 to 01-01-2023**

Please consider this is a formal letter of appointment. You may also use this letter, if required, at your workplace/institution to claim any kind of exemption.

Kindly, send any queries and/or questions to [info@mechomotive.com](mailto:info@mechomotive.com).

We look forward to working with you.

With Warm Regards,

  
Aman Rai | Co-Founder  


Director  
R.D. Engineering College  
Ghaziabad



24  
**UNITED COMPONENTS & TOOLS PVT. LTD.**

MFG : Sheet Metal Comp., Auto Electrical, Deep Draw Comp. Press Tools



## OFFER LETTER

Ref: UCTPL/HR/OFR/2023-24/April/03

Date: 27.04.2023

Mr.Aashish

S/O Sh. Subhash Chand

Bakharva Ghaziabad,

Uttar Pradesh-201204.

**Subject: Offer Letter for the post of Graduate Engineer Trainee.**

Dear Mr.Aashish

With reference to your application and subsequent interview, we are pleased to offer you the position of Graduate Engineer Trainee in **United Components and Tools Private Limited** on Annual CTC Package of **Rs.1,80,000** (Rs. One Lakh Eighty Thousand Only). You are requested to join your duties in our Ghaziabad office on or before **01<sup>st</sup> May 2023**.

Please note that your appointment is subject to satisfactory reference checks.

Please confirm the date you will join UCTPL and send us acceptance of our offer by e-mail.

We look forward to your coming on board at the earliest.

**For United Components and Tools Private Limited**

For United Components & Tools Pvt. Ltd.

On Behalf of  
HR Department

Note - At time of joining, please submit

- Copies of your educational certificates and previous experiences.
- Relieving Certificate from last employer.
- Five passport size photographs.
- Permanent Address Proof
- Copy of Pan Card
- Copy Of Aadhaar Card
- Copy of Passbook for Bank Account Details
- Income Certificate from Previous Employer

Aashish S/o Subhash Chand  
200231049001  
Branch - ME (2023 Batch)

IRD Engineering College  
Duhai, Ghaziabad

I accept the offer  
letter and ready  
to join on 1-05-2023.

Works & Regd. Office : Khasra No. 672/692, Vill.-Duhai Industrial Area, Delhi Meerut Road, Murad Nagar, Ghaziabad-201206  
CIN : U31908UP2016PTC075958, E-mail : enquiry@unicomtools.com, Website : www.unicomtools.com  
Contact No. : 9971889748, 7065547002



# QUIQR HR SERVICES

Date: 17/10/2022

Ref: LFS/HR/2022/0004

To,

**Mr. Md. Chand Alam**

**Sub: Letter Of Intent**

With reference to the campus interview for the position of "Operative Trainee", we are pleased to offer the position for a period of one year and consider there after subject to performance,

You will be deputed at "**Jayashree Polymer**", **Pune** on the payroll of Quiqr HR . Kindly bring the following documents at the time of joining: -

1. Proof of Age (SSLC or its equivalent).
2. Proof of Identity (Voter ID, Driving License etc.).
3. Proof of Address (Ration card, Passport etc.).
4. Photocopies of certificates in respect of your education and experience.
5. Relieving Order from your previous employer.
6. Passport size photographs – 4 Nos.
7. Bank Proof (Bank passbook front page or cancel cheque copy).

We would request you to handover the duplicate copy of this letter duly signed to us as a token of acceptance for the same.

**Venue:** -Jayshree Polymer, Thermax Chowk, Pimpri Chichwad,Pune.

**Note:-** *Initially for 6 months the salary will be Rs. 11,500/- take home. After that the salary will be revised as per the performance upto CTC- 17,049/- Per month.*

Thanking you

Yours faithfully

For **QUIQR HR SERVICES LLP**

**This letter does not require any signature or stamp.**



Director  
R.D. Engineering College  
Duhai, Gujratabad



(3)

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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

Rahul

**Subject: Appointment as a Content Operations**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations**

We are excited to have you as a part of our team. As you know, the process was conducted across many candidates. The selection procedure took some time because it was hard for us to choose the best amongst so many deserving candidates

**Your Candidate ID is GGC122765467**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations**

We extend a very warm welcome to you and wish you all the best. We hope you will do well all the duties that you are charged with.

Duration of internship will be **1-06-2022 to 01-01-2023**

Please consider this is a formal letter of appointment. You may also use this letter, if required, at your workplace/institution to claim any kind of exemption.

Kindly, send any queries and/or questions to [info@mechomotive.com](mailto:info@mechomotive.com).

We look forward to working with you.

With Warm Regards,

  
Aman Rai | Co-Founder



  
Director  
R.D. Engineering College  
Ghazalabad



SESSION (2022-2023)

OFFER LETTER

CIVIL BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghazipur

11

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Ahmad Hussain,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Ahmad Hussain*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



Director  
R.D. Engineering College  
Ghaziabad, Ghaziabad

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,



**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**

Director  
R.D. Engineering College  
Duhai, Ghaziabad

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

3

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## PRIVATE & CONFIDENTIAL

MAR/14/2023

Dear ANCHAL,

We are pleased to make an offer to you as Technical Executive in ZFPN Construction Pvt Ltd..  
The following are the terms and conditions of the appointment.

### **Commencement/Term:**

- You shall be required to join our company on or before MAR/ 20/ 2023.
- You will be on probation for a period from date of joining of **Six months** or such extended period as may be decided by the company based on your performance during the probation period.
- On satisfactory completion of your probation you will be confirmed, in the services of the company in writing.

### **Remuneration:**

- Your basic salary will be Rs. 5000/- (Rupees Five Thousand Only) per month payable at the end of each month.

### **Allowances:**

- Your current House Rent Allowance will be Rs. 2,950/- (Rupees Two Thousand Nine Hundred Fifty Only) per month.
- Your current Fixed Allowance will be Rs. 2500/- (Rupees Two Thousand Five Hundred Only) per month.
- Conveyance Allowance of Rs. 800/- (Rupees Eight Hundred Only) per month.

### **Reimbursements:**

- Medical Reimbursement of Rs. 1,250/- (Rupees One Thousand Two Hundred Fifty Only) per month.



R.D. Engineering College  
Duhai, Ghazipur

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



ANCHAL,

## Other Terms and Conditions of Service:

### Professional Ethics & Confidentiality:

- While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of the company's secrets or other related information (which you may possess by reason of your association with the company) outside the company.
- If you leak any confidential data to any one or take the bribe or gift from any customer or bank than the company is liable to take legal action against you.

### IT Security Practice & Procedures:

- While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by ZFPN Construction Pvt Ltd..

### Notice Period:

- During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.
- During the probation period, if you decide to leave the Company's services, you will be required to give the 15 day's notice period or on payment of an amount equivalent to fifteen days salary in lieu of the notice period or company is liable to take any legal action against you.
- After confirmation in grade, your services would be liable to be terminated by the company, by giving 15 day's notice or on payment of an amount equivalent to thirty days basic salary in lieu of the notice period.
- In case you decide to leave the company's services after confirmation, you will be required to be give 15 day's notice period or on payment of an amount equivalent to thirty days Basic salary in lieu of the notice period.



R.D. Engineering College  
Dunai, G.P. 715304

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



ANCHAL,

## Transfer:

- The company shall have the right to transfer you to any of its working locations at point of time.
- Your services are liable to be moved to any other entity, at the sole discretion of the company, at any time without adversely effecting terms of your employment.

## Joining Competitor:

- In The event of termination of your services by the company or your resignation form the services of the company, you shall not join any company or Financial Services company for a period of six months from the date of resignation/termination & if you do so than company has the right to take legal action against you.

## Leaves:

- One leave is allowed in a month, after that salary will be deducted until & unless of any severe urgency.
- No weekly off between 20 -31 of every month due to closing.

## Termination of Employment: Your services with the company are liable to be terminated in the event of:

- ❖ Any breach of the conditions mentioned in this letter on your part.
- ❖ Any incorrect information furnished by you.
- ❖ Suppression of any material information by you.
- ❖ Moral Turpitude / Integrity issue.
- ❖ Riotous behavior in office.
- ❖ Insubordination and Nonperformance.

## General:

- Your appointment and your continuation in employment are subject to your being found medically fit by a company appointed doctor and reference checks
- You will be bound by the Rules and Regulations of the Company in force from time to time.
- You will keep us informed of any change in your residential address.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## CTC Annexure

Emoluments and Benefits for the grade of Technical Executive		
Compensation	Amount	
	P.A.	P.M.
Basic	60,000	5,000
<b>Allowances:</b>		
Fixed Allowance	30,000	2,500
Conveyance	9600	800
Medical	15,000	1,250
House Rent Allowance	35,400	2,950
<b>TOTAL PAY</b>	<b>150,000</b>	<b>12,500</b>

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 faithfully

Authorized Signatory



**ER. FAISAL IBNE RAUF**

DIRECTOR / ADMIN.

**ZFPN Construction Pvt. Ltd.**

I have read all the terms and conditions of the offer and hereby confirm my acceptance to the above employment terms.

Name:

Date:

R.D. Engineering  
Duhai, Ghaziabad

Signature.



5

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 13-Feb-2023

Name Of the Candidate: ARYAN TYAGI  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear ARYAN TYAGI

With reference to your application and the interview you had with us on 1-Feb-2022, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 22nd-Feb-2023. Kindly

submit the following at the time of joining:

- a) Recent Passport size photo- 4
- b) Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card )
- c) Relieving letter from your previous employer(For experienced)
- d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 14th-August-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the three days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.





During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. Their Should not be any reappear/backlog at the time of joining .In that scenario the joining offer will be terminated immediately .We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)

9. 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.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,

*Jasmeet Sharma*

Jasmeet Sharma  
CEO ,

Vansh Constructi  
1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab 142001  
E-mail: [hr@vanshconstructions.in](mailto:hr@vanshconstructions.in)



Director  
R.D. Engineering College  
Dunai, Ghaziabad

6

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Boby,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Boby*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



R.D. Engineering College  
Duhai, GI-1214010

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, iTHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

Deepak Garg  
Managing Director  
VIR Softech Pvt. Ltd.



With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

  
Director  
R.O. Engineering College  
Ghaziabad

7



# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824

## PRIVATE & CONFIDENTIAL

MAR/14/2023

Dear DEEPANSHU VERMA,

We are pleased to make an offer to you as Technical Executive in ZFPN Construction Pvt Ltd..  
The following are the terms and conditions of the appointment.

### **Commencement/Term:**

- You shall be required to join our company on or before MAR/ 20/ 2023.
- You will be on probation for a period from date of joining of **Six months** or such extended period as may be decided by the company based on your performance during the probation period.
- On satisfactory completion of your probation you will be confirmed, in the services of the company in writing.

### **Remuneration:**

- Your basic salary will be Rs. 5000/- (Rupees Five Thousand Only) per month payable at the end of each month.

### **Allowances:**

- Your current House Rent Allowance will be Rs. 2,950/- (Rupees Two Thousand Nine Hundred Fifty Only) per month.
- Your current Fixed Allowance will be Rs. 2500/- (Rupees Two Thousand Five Hundred Only) per month.
- Conveyance Allowance of Rs. 800/- (Rupees Eight Hundred Only) per month.

### **Reimbursements:**

- Medical Reimbursement of Rs. 1,250/- (Rupees One Thousand Two Hundred Fifty Only) per month.



Director  
R.D. Engineering College  
Ghaziabad

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



DEEPANSHU VERMA,

## Other Terms and Conditions of Service:

### Professional Ethics & Confidentiality:

- While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of the company's secrets or other related information (which you may possess by reason of your association with the company) outside the company.
- If you leak any confidential data to any one or take the bribe or gift from any customer or bank than the company is liable to take legal action against you.

### IT Security Practice & Procedures:

- While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by ZFPN Construction Pvt Ltd..

### Notice Period:

- During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.
- During the probation period, if you decide to leave the Company's services, you will be required to give the 15 day's notice period or on payment of an amount equivalent to fifteen days salary in lieu of the notice period or company is liable to take any legal action against you.
- After confirmation in grade, your services would be liable to be terminated by the company, by giving 15 day's notice or on payment of an amount equivalent to thirty days basic salary in lieu of the notice period.
- In case you decide to leave the company's services after confirmation, you will be required to be give 15 day's notice period or on payment of an amount equivalent to thirty days Basic salary in lieu of the notice period.



R.D. Engineering College  
Duna, Ghazipur

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



DEEPANSHU VERMA,

## Transfer:

- The company shall have the right to transfer you to any of its working locations at point of time.
- Your services are liable to be moved to any other entity, at the sole discretion of the company, at any time without adversely affecting terms of your employment.

## Joining Competitor:

- In The event of termination of your services by the company or your resignation from the services of the company, you shall not join any company or Financial Services company for a period of six months from the date of resignation/termination & if you do so than company has the right to take legal action against you.

## Leaves:

- One leave is allowed in a month, after that salary will be deducted until & unless of any severe urgency.
- No weekly off between 20 -31 of every month due to closing.

## Termination of Employment: Your services with the company are liable to be terminated in the event of:

- ❖ Any breach of the conditions mentioned in this letter on your part.
- ❖ Any incorrect information furnished by you.
- ❖ Suppression of any material information by you.
- ❖ Moral Turpitude / Integrity issue.
- ❖ Riotous behavior in office.
- ❖ Insubordination and Nonperformance.

## General:

- Your appointment and your continuation in employment are subject to your being found medically fit by a company appointed doctor and reference checks
- You will be bound by the Rules and Regulations of the Company in force from time to time.
- You will keep us informed of any change in your residential address.



Director  
R.D. Engineering College  
Dunai, Ghaziabad

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## CTC Annexure

Emoluments and Benefits for the grade of Technical Executive		
Compensation	Amount	
	P.A.	P.M.
Basic	60,000	5,000
<b>Allowances:</b>		
Fixed Allowance	30,000	2,500
Conveyance	9600	800
Medical	15,000	1,250
House Rent Allowance	35,400	2,950
<b>TOTAL PAY</b>	<b>150,000</b>	<b>12,500</b>

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 faithfully

Authorized Signatory



**ER. FAISAL IBNE RAUF**

DIRECTOR / ADMIN.

**ZFPN Construction Pvt. Ltd.**

I have read all the terms and conditions of the offer and hereby confirm my acceptance to the above employment terms.

Name:

Date:



R.D. Engineering College  
Ghazipur, U.P.

Signature.

8

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 13-Feb-2023

Name Of the Candidate: HIMANSHU  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear HIMANSHU

With reference to your application and the interview you had with us on 1-Feb-2022, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 22nd-Feb-2023. Kindly

submit the following at the time of joining:

- Recent Passport size photo- 4
- Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card )
- Relieving letter from your previous employer(For experienced)
- Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 14th-August-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the three days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.





During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
  2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
  3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.
  4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
  5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
  6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
  7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
  8. Their Should not be any reappear/backlog at the time of joining .In that scenario the joining offer will be terminated immediately .We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)
  9. 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.
- Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,

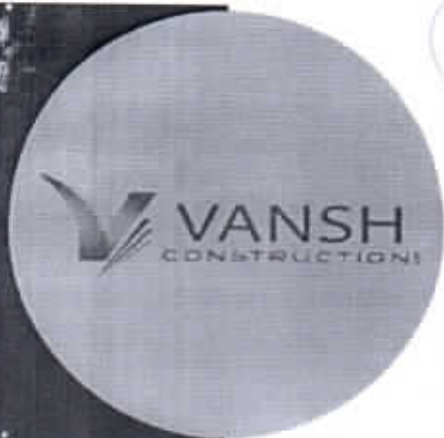
*Jasmeet Sharma*

Jasmeet Sharma  
CEO ,

Vansh Constructi  
1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab 142001  
E-mail: [hr@vanshconstructions.in](mailto:hr@vanshconstructions.in)



Director  
R.D. Engineering College  
Dunai, Gaziabad



9

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 13-Feb-2023

Name Of the Candidate: IMRAN AHMAD SHEERGOJRI  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear IMRAN AHMAD SHEERGOJRI

With reference to your application and the interview you had with us on 1-Feb-2022, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 22nd-Feb-2023. Kindly

submit the following at the time of joining:

- Recent Passport size photo- 4
- Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card )
- Relieving letter from your previous employer.(For experienced)
- Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 14th-August-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer.(For experienced). In the absence of this, our offer of employment stand cancelled.

Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the three days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service



During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
  2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
  3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.
  4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
  5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
  6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
  7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
  8. Their Should not be any reappear/backlog at the time of joining .In that scenario the joining offer will be terminated immediately .We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)
  9. 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.
- Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,

*Jasmeet Sharma*

Jasmeet Sharma  
CEO ,  
Vansh Constructi  
1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab 142001  
E-mail: Hr@vanshconstructions.in



Director  
R.D. Engineering College  
Duhail, Gurgaon

Velocity

Velocity Software Solutions Pvt. Ltd.

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

13-Feb-2023  
Dear Mohammad Shahryab,

LETTER OF OFFER

**Welcome to the Velocity Family!**

On behalf of Velocity Software Solutions Private Limited, Noida we are pleased to offer you as an Intern from the date of joining. We anticipate that you will start your internship with us at the earliest but not later than 29-May-2023 (Date of Joining)

Based on our initial discussions with you, you will be paid a stipend of INR 20,000 per month. Whereas INR 15,000 per month is the fixed salary amount & INR 5000 per month is the variable amount. You will be on training for a period of 3 months OR Successful completion of B Tech., whichever is later, from the date of your joining mentioned above. After completion of your training and based on your performance salary will be revised in the range of INR 4,80,000 to INR 5,20,000 CTC per year (including the yearly performance-linked variable) and the company will deduct the PF component (both employer and employee share), and any other components as applicable\* as per Government rules. The training period may be extended or shortened based on your evaluation of your performance by management. The final decision of the management will prevail. It should be appreciated that the salary structure is designed based on certain statutory IT laws and keeping in line with industry norms/ practices and employee feedback. Hence, it is subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax-friendly benefits on your joining.

You will be posted initially at our Noida office and your appointment will take effect from the date of your joining.

Please report at 9:30 am sharp at the following address:

Nitin Srivastava  
Director


Velocity Software Solutions (P) Ltd,  
E-23, Sector-63,  
Noida, Uttar Pradesh 201301



  
Director  
R.D. Engineering College  
Ghaziabad

12



# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824

## PRIVATE & CONFIDENTIAL

MAR/14/2023

Dear MUKESH KUMAR,

We are pleased to make an offer to you as Technical Executive in ZFPN Construction Pvt Ltd..  
The following are the terms and conditions of the appointment.

### **Commencement/Term:**

- You shall be required to join our company on or before MAR/ 20/ 2023.
- You will be on probation for a period from date of joining of **Six months** or such extended period as may be decided by the company based on your performance during the probation period.
- On satisfactory completion of your probation you will be confirmed, in the services of the company in writing.

### **Remuneration:**

- Your basic salary will be Rs. 5000/- (Rupees Five Thousand Only) per month payable at the end of each month.

### **Allowances:**

- Your current House Rent Allowance will be Rs. 2,950/- (Rupees Two Thousand Nine Hundred Fifty Only) per month.
- Your current Fixed Allowance will be Rs. 2500/- (Rupees Two Thousand Five Hundred Only) per month.
- Conveyance Allowance of Rs. 800/- (Rupees Eight Hundred Only) per month.

### **Reimbursements:**

- Medical Reimbursement of Rs. 1,250/- (Rupees One Thousand Two Hundred Fifty Only) per month.



R.D. Engineering College  
Ghazipur, Ghazipur

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



MUKESH KUMAR,

## Other Terms and Conditions of Service:

### Professional Ethics & Confidentiality:

- While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of the company's secrets or other related information (which you may possess by reason of your association with the company) outside the company.
- If you leak any confidential data to any one or take the bribe or gift from any customer or bank than the company is liable to take legal action against you.

## IT Security Practice & Procedures:

- While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by ZFPN Construction Pvt Ltd..

## Notice Period:

- During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.
- During the probation period, if you decide to leave the Company's services, you will be required to give the 15 day's notice period or on payment of an amount equivalent to fifteen days salary in lieu of the notice period or company is liable to take any legal action against you.
- After confirmation in grade, your services would be liable to be terminated by the company, by giving 15 day's notice or on payment of an amount equivalent to thirty days basic salary in lieu of the notice period.
- In case you decide to leave the company's services after confirmation, you will be required to be give 15 day's notice period or on payment of an amount equivalent to thirty days Basic salary in lieu of the notice period.



# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



MUKESH KUMAR,

## **Transfer:**

- The company shall have the right to transfer you to any of its working locations at point of time.
- Your services are liable to be moved to any other entity, at the sole discretion of the company, at any time without adversely affecting terms of your employment.

## **Joining Competitor:**

- In The event of termination of your services by the company or your resignation from the services of the company, you shall not join any company or Financial Services company for a period of six months from the date of resignation/termination & if you do so than company has the right to take legal action against you.

## **Leaves:**

- One leave is allowed in a month, after that salary will be deducted until & unless of any severe urgency.
- No weekly off between 20 -31 of every month due to closing.

## **Termination of Employment: Your services with the company are liable to be terminated in the event of:**

- ❖ Any breach of the conditions mentioned in this letter on your part.
- ❖ Any incorrect information furnished by you.
- ❖ Suppression of any material information by you.
- ❖ Moral Turpitude / Integrity issue.
- ❖ Riotous behavior in office.
- ❖ Insubordination and Nonperformance.

## **General:**

- Your appointment and your continuation in employment are subject to your being found medically fit by a company appointed doctor and reference checks
- You will be bound by the Rules and Regulations of the Company in force from time to time.
- You will keep us informed of any change in your residential address.



*Signature*  
Director  
R.D. Engineering College  
Ghaziabad

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## CTC Annexure

Emoluments and Benefits for the grade of Technical Executive		
Compensation	Amount	
	P.A.	P.M.
Basic	60,000	5,000
<b>Allowances:</b>		
Fixed Allowance	30,000	2,500
Conveyance	9600	800
Medical	15,000	1,250
House Rent Allowance	35,400	2,950
<b>TOTAL PAY</b>	<b>150,000</b>	<b>12,500</b>

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 faithfully

Authorized Signatory



**ER. FAISAL IBNE RAUF**  
DIRECTOR / ADMIN.

**ZFPN Construction Pvt. Ltd.**

I have read all the terms and conditions of the offer and hereby confirm my acceptance to the above employment terms.

Name:  
Date:



Signature.





13

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 13-Feb-2023

Name Of the Candidate: MUZAFFAR ALI  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear MUZAFFAR ALI

With reference to your application and the interview you had with us on 1-Feb-2022, we are pleased to offer you an assignment in our organization as " Site Engineer-Civil", on the following terms and conditions. Your gross remuneration will Rs 2, 80,000 only per annum (CTC)+Incentives .

You shall report for duty on 22nd-Feb-2023. Kindly

submit the following at the time of joining:

- a) Recent Passport size photo- 4
- b) Copies and originals of your educational certificate and Identity proofs (Driving licence,adhaar Card ,Pan Card )
- c) Relieving letter from your previous employer(For experienced)
- d) Copies of salary slips/statements.(For experienced)

You shall submit to us the above mentioned documents on Joining date on 14th-August-2020 (on our email), a copy of your resignation letter duly accepted by your present employer or the original relieving letter duly signed by your present employer. (For experienced). In the absence of this, our offer of employment stand cancelled.

Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the three days. In this you shall understand the basic working of company and we shall check your knowledge Based on your performance your services will be confirmed with the company in written after one month. During the probation period your services can be terminated with one day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on 30 days notice on either side.

Absence for a continuous period of three days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.



During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

3. You will be required to comply with all such rules and regulations as the Company may frame from time to time. Company will check practical knowledge time to time in his tenure for the company.

4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

8. Their Should not be any reappear/backlog at the time of joining .In that scenario the joining offer will be terminated immediately .We do not have any type of training/learning module for new joined candidates. We hope you are best at knowledge (theoretical and practical)

9. 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.

Kindly sign and returned the duplicate copy of this letter as a token of your acceptance of the above terms & conditions with Scan Copies Of aadhar Card ,Driving licence and Photo.

Yours Faithfully,

*Jasmeet Sharma*

Jasmeet Sharma  
CEO ,  
Vansh Constructi

1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab-142001  
E-mail: Hr@vanshconstructions.in



Director  
R.D. Engineering College  
Duhai, G.121abab

Velocity

Velocity Software Solutions Pvt. Ltd.

18

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

13-Feb-2023  
Dear Ajay Yadav,

LETTER OF OFFER

Welcome to the Velocity Family!

On behalf of Velocity Software Solutions Private Limited, Noida we are pleased to offer you as an Intern from the date of joining. We anticipate that you will start your internship with us at the earliest but not later than 29-May-2023 (Date of Joining)

Based on our initial discussions with you, you will be paid a stipend of INR 20,000 per month. Whereas INR 15,000 per month is the fixed salary amount & INR 5000 per month is the variable amount. You will be on training for a period of 3 months OR Successful completion of B Tech., whichever is later, from the date of your joining mentioned above. After completion of your training and based on your performance salary will be revised in the range of INR 4,80,000 to INR 5,20,000 CTC per year (including the yearly performance-linked variable) and the company will deduct the PF component (both employer and employee share), and any other components as applicable\* as per Government rules. The training period may be extended or shortened based on your evaluation of your performance by management. The final decision of the management will prevail. It should be appreciated that the salary structure is designed based on certain statutory IT laws and keeping in line with industry norms/ practices and employee feedback. Hence, it is subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax-friendly benefits on your joining.

You will be posted initially at our Noida office and your appointment will take effect from the date of your joining.

Please report at 9:30 am sharp at the following address:

Nitin Srivastava  
Director



Velocity Software Solutions (P) Ltd,  
E-23, Sector-63,  
Noida, Uttar Pradesh 201301



R.D. Engineering College  
Duhai, Ghazipur

19

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Amisha Gupta,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Amisha Gupta*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when an incentive might otherwise have been payable.

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**

With the signature below, I accept this offer for employment.



\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

*Director*  
*R.D. Engineering College*  
*Ghaziabad*

Velocity

Velocity Software Solutions Pvt. Ltd.

13-Feb-2023  
Dear Anchal Tiwari,

(21)

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

LETTER OF OFFER

**Welcome to the Velocity Family!**

On behalf of Velocity Software Solutions Private Limited, Noida we are pleased to offer you as an Intern from the date of joining. We anticipate that you will start your internship with us at the earliest but not later than 29-May-2023 (Date of Joining)

Based on our initial discussions with you, you will be paid a stipend of INR 20,000 per month. Whereas INR 15,000 per month is the fixed salary amount & INR 5000 per month is the variable amount. You will be on training for a period of 3 months OR Successful completion of B Tech., whichever is later, from the date of your joining mentioned above. After completion of your training and based on your performance salary will be revised in the range of INR 4,80,000 to INR 5,20,000 CTC per year (including the yearly performance-linked variable) and the company will deduct the PF component (both employer and employee share), and any other components as applicable\* as per Government rules. The training period may be extended or shortened based on your evaluation of your performance by management. The final decision of the management will prevail. It should be appreciated that the salary structure is designed based on certain statutory IT laws and keeping in line with industry norms/ practices and employee feedback. Hence, it is subject to change based on any of these inputs or on promotion or depending on the options exercised by you for claiming certain tax-friendly benefits on your joining.

You will be posted initially at our Noida office and your appointment will take effect from the date of your joining.

Please report at 9:30 am sharp at the following address:

Nitin Srivastava  
Director



Velocity Software Solutions (P) Ltd,  
E-23, Sector-63,  
Noida, Uttar Pradesh 201301



Director  
R.D. Engineering College  
Dunai, Ghaziabad

22

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## PRIVATE & CONFIDENTIAL

MAR/14/2023

Dear NITISH BHARDWAJ,

We are pleased to make an offer to you as Technical Executive in ZFPN Construction Pvt Ltd..  
The following are the terms and conditions of the appointment.

### Commencement/Term:

- You shall be required to join our company on or before MAR/ 20/ 2023.
- You will be on probation for a period from date of joining of Six months or such extended period as may be decided by the company based on your performance during the probation period.
- On satisfactory completion of your probation you will be confirmed, In the services of the company in writing.

### Remuneration:

- Your basic salary will be Rs. 5000/- (Rupees Five Thousand Only) per month payable at the end of each month.

### Allowances:

- Your current House Rent Allowance will be Rs. 2,950/- (Rupees Two Thousand Nine Hundred Fifty Only) per month.
- Your current Fixed Allowance will be Rs. 2500/- (Rupees Two Thousand Five Hundred Only) per month.
- Conveyance Allowance of Rs. 800/- (Rupees Eight Hundred Only) per month.

### Reimbursements:

- Medical Reimbursement of Rs. 1,250/- (Rupees One Thousand Two Hundred Fifty Only) per month.



Director  
R.D. Engineering College  
Kanpur

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



NITISH BHARDWAJ,

## Other Terms and Conditions of Service:

### Professional Ethics & Confidentiality:

- While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of the company's secrets or other related information (which you may possess by reason of your association with the company) outside the company.
- If you leak any confidential data to any one or take the bribe or gift from any customer or bank than the company is liable to take legal action against you.

### IT Security Practice & Procedures:

- While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by ZFPN Construction Pvt Ltd..

### Notice Period:

- During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.
- During the probation period, if you decide to leave the Company's services, you will be required to give the 15 day's notice period or on payment of an amount equivalent to fifteen days salary in lieu of the notice period or company is liable to take any legal action against you.
- After confirmation in grade, your services would be liable to be terminated by the company, by giving 15 day's notice or on payment of an amount equivalent to thirty days basic salary in lieu of the notice period.
- In case you decide to leave the company's services after confirmation, you will be required to be give 15 day's notice period or on payment of an amount equivalent to thirty days Basic salary in lieu of the notice period.





# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



NITISH BHARDWAJ,

## Transfer:

- The company shall have the right to transfer you to any of its working locations at point of time.
- Your services are liable to be moved to any other entity, at the sole discretion of the company, at any time without adversely effecting terms of your employment.

## Joining Competitor:

- In The event of termination of your services by the company or your resignation from the services of the company, you shall not join any company or Financial Services company for a period of six months from the date of resignation/termination & if you do so than company has the right to take legal action against you.

## Leaves:

- One leave is allowed in a month, after that salary will be deducted until & unless of any severe urgency.
- No weekly off between 20 -31 of every month due to closing.

## Termination of Employment: Your services with the company are liable to be terminated in the event of:

- ❖ Any breach of the conditions mentioned in this letter on your part.
- ❖ Any incorrect information furnished by you.
- ❖ Suppression of any material information by you.
- ❖ Moral Turpitude / Integrity issue.
- ❖ Riotous behavior in office.
- ❖ Insubordination and Nonperformance.

## General:

- Your appointment and your continuation in employment are subject to your being found medically fit by a company appointed doctor and reference checks
- You will be bound by the Rules and Regulations of the Company in force from time to time.
- You will keep us informed of any change in your residential address.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## CTC Annexure

Emoluments and Benefits for the grade of Technical Executive		
Compensation	Amount	
	P.A.	P.M.
Basic	60,000	5,000
<b>Allowances:</b>		
Fixed Allowance	30,000	2,500
Conveyance	9600	800
Medical	15,000	1,250
House Rent Allowance	35,400	2,950
<b>TOTAL PAY</b>	<b>150,000</b>	<b>12,500</b>

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 faithfully

Authorized Signatory



**ER. FAISAL IBNE RAUF**

DIRECTOR / ADMIN.

**ZFPN Construction Pvt. Ltd.**

Director  
Engineering College  
R.D. B. Duhani  
Kanpur

I have read all the terms and conditions of the offer and hereby confirm my acceptance to the above employment terms.

Name:

Date:



Signature.

23

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## PRIVATE & CONFIDENTIAL

MAR/14/2023

Dear UTKARASH PARASHAR,

We are pleased to make an offer to you as Technical Executive in ZFPN Construction Pvt Ltd..  
The following are the terms and conditions of the appointment.

### Commencement/Term:

- You shall be required to join our company on or before MAR/ 20/ 2023.
- You will be on probation for a period from date of joining of **Six months** or such extended period as may be decided by the company based on your performance during the probation period.
- On satisfactory completion of your probation you will be confirmed, in the services of the company in writing.

### Remuneration:

- Your basic salary will be Rs. 5000/- (Rupees Five Thousand Only) per month payable at the end of each month.

### Allowances:

- Your current House Rent Allowance will be Rs. 2,950/- (Rupees Two Thousand Nine Hundred Fifty Only) per month.
- Your current Fixed Allowance will be Rs. 2500/- (Rupees Two Thousand Five Hundred Only) per month.
- Conveyance Allowance of Rs. 800/- (Rupees Eight Hundred Only) per month.

### Reimbursements:

- Medical Reimbursement of Rs. 1,250/- (Rupees One Thousand Two Hundred Fifty Only) per month.



R.D. Engineering College  
Duhai, Kanpur

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



UTKARASH PARASHAR,

## Other Terms and Conditions of Service:

### Professional Ethics & Confidentiality:

- While you are in the services of the Company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of the company's secrets or other related information (which you may possess by reason of your association with the company) outside the company.
- If you leak any confidential data to any one or take the bribe or gift from any customer or bank than the company is liable to take legal action against you.

## IT Security Practice & Procedures:

- While you are in the services of the Company, you will adhere to the IT Security Practice & Procedures as prescribed by ZFPN Construction Pvt Ltd..

## Notice Period:

- During the probation period, your services would be liable to be terminated by the Company without assigning any reason and without giving any notice.
- During the probation period, if you decide to leave the Company's services, you will be required to give the 15 day's notice period or on payment of an amount equivalent to fifteen days salary in lieu of the notice period or company is liable to take any legal action against you.
- After confirmation in grade, your services would be liable to be terminated by the company, by giving 15 day's notice or on payment of an amount equivalent to thirty days basic salary in lieu of the notice period.
- In case you decide to leave the company's services after confirmation, you will be required to be give 15 day's notice period or on payment of an amount equivalent to thirty days Basic salary in lieu of the notice period.



R.D. Engineering College  
Ghazipur, Ghazipur

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



UTKARASH PARASHAR,

## Transfer:

- The company shall have the right to transfer you to any of its working locations at point of time.
- Your services are liable to be moved to any other entity, at the sole discretion of the company, at any time without adversely affecting terms of your employment.

## Joining Competitor:

- In The event of termination of your services by the company or your resignation from the services of the company, you shall not join any company or Financial Services company for a period of six months from the date of resignation/termination & if you do so than company has the right to take legal action against you.

## Leaves:

- One leave is allowed in a month, after that salary will be deducted until & unless of any severe urgency.
- No weekly off between 20 -31 of every month due to closing.

## Termination of Employment: Your services with the company are liable to be terminated in the event of:

- ❖ Any breach of the conditions mentioned in this letter on your part.
- ❖ Any incorrect information furnished by you.
- ❖ Suppression of any material information by you.
- ❖ Moral Turpitude / Integrity issue.
- ❖ Riotous behavior in office.
- ❖ Insubordination and Nonperformance.

## General:

- Your appointment and your continuation in employment are subject to your being found medically fit by a company appointed doctor and reference checks
- You will be bound by the Rules and Regulations of the Company in force from time to time.
- You will keep us informed of any change in your residential address.



Director  
R.D. Engineering College  
Ghaziabad

# ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfpn.2018@gmail.com](mailto:zfpn.2018@gmail.com); CIN: U74993UP2018PTC102824



## CTC Annexure

Emoluments and Benefits for the grade of Technical Executive		
Compensation	Amount	
	P.A.	P.M.
Basic	60,000	5,000
<b>Allowances:</b>		
Fixed Allowance	30,000	2,500
Conveyance	9600	800
Medical	15,000	1,250
House Rent Allowance	35,400	2,950
<b>TOTAL PAY</b>	<b>150,000</b>	<b>12,500</b>

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 faithfully

Authorized Signatory



**ER. FAISAL IBNE RAUF**

DIRECTOR / ADMIN.

**ZFPN Construction Pvt. Ltd.**

I have read all the terms and conditions of the offer and hereby confirm my acceptance to the above employment terms.

Name:

Date:



Signature.

SESSION (2022-2023)

OFFER LETTER

MCA BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

6-Mar-2023

Dear Aadil Ali,  
MCA  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition  
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Annexure A

Name: Aadil Ali		Designation: Programmer Analyst Trainee	
Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the Incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Durai, Guziabad

2



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Aakansha Tyagi,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies



A logo featuring a stylized figure holding a torch, with the text "Director R.D. Engineering College Duha, Ghaziabad" below it.  
Director  
R.D. Engineering College  
Duha, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhai, Gaziabad

**Corporate office:**

#1118, Tower B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Internship allowance: Rs 20,000 per month

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Aakansha Tyagi



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

43



**Indus Valley Partners (India) Pvt. Ltd.**

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

**Date: 26-May-2022**

**Offer Letter**

Dear **Abhishek Kumar Gond,**

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Abhishek Kumar Gond



Date of acceptance

Director  
R.D. Engineering College  
Duhai, Ghaziabad

5

Cognizant

6-Mar-2023

Dear Abhishek Sharma,  
MCA  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Annexure A

Name: Abhishek Sharma		Designation: Programmer Analyst Trainee	
Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

7



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Abhishek Verma,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "Devesh Mathur".

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

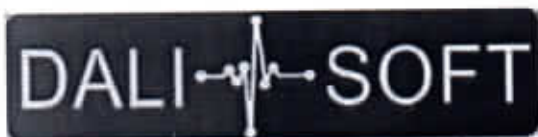
#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018

T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,

Sector-49, Gurugram- 122018

T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Internship allowance: **Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Abhishek Verma



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



**MOBISOFT LABS**

APP. WEB. GAMES

8

## Appointment Letter

**Dear Amit Kumar Sharma,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Gaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



MOBISOFT LABS, Unit: IT119, 64, Space Tech Park, Susha Road, Gurugram 122018

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Anjali Sharma,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



Director  
R.D. Engineering College  
Dunai, Ghaziabad



**ANNEXURE - I**

**Name of the Employee :** Anjali Sharma  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaime*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,




Deepika  
 Manager  
 Human Resource



R.D. Engineering College  
 Allahabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.

Regards,  
Deepika Manager  
Human Resource



R.D. Engineering College  
Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.  
In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.


**Director**  
**R.D. Engineering College**  
**Duhai, Ghaziabad**

**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**


You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika**  
Manager  
Human Resource


*Principal*  
R.D. Engineering College  
Duhai, Ghaziabad

12

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Bhupendra Kumar,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghazipur



**ANNEXURE - I**

**Name of the Employee :** Bhupendra Kumar  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Ghaziabad



**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



Director  
K. J. Somaiya Institute of  
Engineering & Technology  
Dahisar, Mumbai

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

  
  
R D Engineering College  
Dunari, Ghazipur

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



R.D. Engineering College  
Duhai, Ghazipur

**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity:** (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



R.D. Engineering College  
Dunhai, Ghatlodia  
Ghatlodia, Gandhinagar

13

Cognizant

6-Mar-2023

Dear Deepak Bhandari,  
MCA  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition  
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Chennai

## Annexure A

Name: Deepak Bhandari		Designation: Programmer Analyst Trainee	
Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an international worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details



  
Director  
R.D. Engineering College  
Durai, Gnaclabad



14



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Deepak Kumar,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink above a blue circular stamp. The stamp contains the text "Director R.D. Engineering College Duha, Ghaziabad".

Director  
R.D. Engineering College  
Duha, Ghaziabad



**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.

Corporate office:

#1118, Tower – B4, Spaze I Tech Park, Sohna Road, Sector – 49, Gurugram – 122018

Regional offices:

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



*[Signature]*  
Director  
Engineering College  
Ghaziabad

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Internship allowance: **Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Deepak Kumar



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jal Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



15

E-Solutions/LOI/ 23<sup>rd</sup> May '22

## Gaurav

Email: [gporwal875@gmail.com](mailto:gporwal875@gmail.com)

Cell # [+918766384090](tel:+918766384090)

Dear Gaurav,

1. We are delighted to extend an offer of employment to you as **Associate Recruiter\_US Consulting**. This offer is valid for you to join us on **23<sup>rd</sup> May '22**.
2. Your Gross Salary would be **INR 2,16,000/- (INR Two Lacs & Sixteen Thousand Only)** P/A fixed (inclusive of employee & employer's PF Contribution). EPF & Taxes will be applicable as per Govt. of India's amended statutory guidelines.
3. You shall be on probation for a period of six months. You shall be confirmed in the organization's regular grade on successful completion of your probation period.
4. You need to sign a financial **bond of 12 months** at the time of joining the organization.
5. In accordance with our discussions, we will issue our Company's email id on the day of acceptance of this offer for sole purpose of **E-Solutions Business Development** & the use of the email id shall be governed by **E-Solution's IT Policy** from the date of signing this Offer.
6. You will be entitled for incentives & benefits as per company policy.
7. You will be governed by the Company rules, as amended from time to time. You will adhere to company IT Policy as amended from time to time.
8. As informed, your place of posting shall be at **Noida**. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company's offices, work sites or associated or affiliated companies located within the country or abroad.
9. A detailed Appointment Letter and Employment Service Agreement setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.
10. If any provision of this Agreement should be held invalid, illegal or unenforceable, then, in such event, the remainder of the Agreement shall still be and continue to be in full force and effect as if such invalid, illegal or unenforceable provision had been deleted from or never included in this Agreement.
11. This Agreement shall be construed and interpreted in accordance with the laws of India & all the disputes, If Any, shall be referred to the competent court in Noida (UP).
12. On the day of joining, please bring the following with you (whatever documents valid in your case):-
  - a) Copies of Education Certificates / Mark Sheets supporting your Qualifications



15

(From High School, Inter, Graduation, PG or any other).

- b) Your Relieving/Experience letters from the present (original) & all previous employers (Xerox) or copy of resignation in present company.
- c) Your Last 2 salary slips or salary structure certificate (original).
- d) Copy of Passport.
- e) 4 latest PP Size photographs (Color).
- f) Latest copy of your resume.
- g) Pan no. Photocopy if any.
- h) Tax Certificate/Form 16
- i) ID/ Address Proof (DL/Passport/Pan Card/Electricity Bill/Telephone Bill/Election Card etc.)

*Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & later your appointment thereafter at any time.*

Please return the email saying, **"I Accept the Offer Letter and I will join E-Solutions on ..... (date) and I accept the terms and condition"**

*Congratulations and welcome to the E-Solutions family!*



*R.D. Engineering College  
Ghaziabad*



Annexure-A		
Name: Gaurav	Designation	Associate Recruiter
DOJ: 23 <sup>rd</sup> May '22	Deptt	
Components	Monthly Salary	Annual Salary
Basic Salary	15,100	181,200
Special Allowance	1,642	19,704
Bonus	1,258	15,096
<b>Monthly Gross Salary</b>	<b>18,000</b>	<b>216,000</b>
ESI Employer's Share	135	1,620
<b>CTC</b>	<b>18,000</b>	<b>216,000</b>
<b>Deduction</b>		
Club	0	0
<b>Monthly Net Take Home</b>	<b>18,000</b>	<b>216,000</b>



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

16

## Appointment Letter

**Dear Gaurav Sharma,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



*[Signature]*  
Director  
Engineering College  
at, Ghazipur



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja



**Signature of the Candidate**

*Signature*  
Director  
R.D. Engineering College  
Duhai, Gaziabad



20



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Harsh Vardhan,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies



A handwritten signature in blue ink above a blue ink stamp. The stamp contains the text "Director", "Jai College", and "Ghaziabad".

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062  
#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



Director  
R.D. Engineering College  
P&P, Gurugram

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
- 12. Internship allowance: Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Harsh Vardhan



*Harsh Vardhan*  
R.D. Engineering College  
Gurgaon, Haryana

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

21

Date: June 21, 2021

Andromobi  
H-221, Office No – B-01  
Basement  
Sec-63,  
Noida-201301

Sub: Letter of offer- For the post of Software Developer

Dear Himanshu Srivastav,

With reference to the discussion we had with you, we, on behalf of Andromobi, are pleased to offer you the position of Software Developer and invite you to join Andromobi family.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. As per the Company rules you are bound to be with Andromobi for 1 Year.

You will abide by the rules and regulations of the company as may be in force from time to time.

We expect you to join on or before **22 June, 2021** in line with discussion with you, otherwise this offer will stand withdrawn automatically.

The company looks for a long-term association with all its employees and expects the same from you. Again, congratulations and welcome to the Andromobi family.

Thanking You

Andromobi



*[Handwritten Signature]*  
Dir. for  
R.D. Engineering College  
Ghaziabad

22

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Himanshu Kumar,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Himanshu Kumar*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



*[Signature]*  
Rector  
R.D. Engineering College  
Duhai, Ghaziabad

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, iTHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
*Managing Director*  
**VIR Softech Pvt. Ltd.**

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name


\_\_\_\_\_  
Date

  
\_\_\_\_\_  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Dear Kamini,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except



*[Handwritten Signature]*  
R.D. Engineering College  
Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



R.D. Engineering College  
Dunari, Ghaziabad

ACCEPTED BY

\_\_\_\_\_



Annexure A

Employee Name: Kamini  
Designation: Trainee  
Location: Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



*[Signature]*  
Director  
R.D. Engineering College  
Dunai, Ghaziabad

29

Welcome Letter

Letter No.: LTVTPL/CAL/21/0628

Date: 19-October-21

Mr. Krishan Sharma  
S/O Mr. Hari Kishan Sharma  
Murtajabad Bhoopkheri, Loni Dehat,  
Ghaziabad, Loni, Uttar Pradesh- 20102

Welcome to VertexPlus Technologies Private Limited!!

We at VertexPlus feel pleased to have you onboard as part our team and we are sure that this is just the beginning of a mutually prospering relationship.

We believe that most important factor that contributes to the success of an organization is team work and an attitude of professionalism. We strive for achieving a high level of professionalism in whatever we do.

Though you would gradually witness and imbibe the work culture and ethics at VertexPlus however various important core values and basic philosophy behind VertexPlus are outlined in the annexure.

In case you would require some inputs and clarification, please feel free to get in touch with HR Department. We look forward to you having a long and fruitful relationship with VertexPlus.

Sincerely

For VertexPlus Technologies Private Limited

(Sandeep K. Pahariya)

Director



  
Director  
R.D. Engineering College  
Loni, Ghaziabad

Letter No.: LTVTFL/CAL/21/0628

Date: 19-October-21

Mr. Krishan Sharma  
 S/O Mr. Hari Kishan Sharma  
 Murtajabad Bhoopkheri, Loni Dehat,  
 Ghaziabad, Loni, Uttar Pradesh- 20102

Dear Mr. Krishan

We are pleased to appoint you as a **Junior Software Developer** on a **CTC of Rs. 180000 per annum** according to the employment terms contained in this letter. The terms are as per prevailing company policy and subject to change if company makes amendment/alterations in its policies.

Your employment will commence from **19-October-21**. The company shall not ordinarily terminate the services of the employee, but the company reserves the right of termination at any point against a legitimate reason.

**Probation/Confirmation:** You will be on a Probation period for 1 month. Based on your performance your services will be confirmed with the company after 1 month failing which the company has the right to discontinue your services.

**Cost To Company (CTC) Components**

Salary Component	Monthly	Yearly
<b>Cost to Company-(CTC)</b>	<b>15000</b>	<b>180000</b>
<b>Benefits</b>		
Provident Fund	596	7154
ESIC	414	4973
Gratuity	216	2597
<b>Gross Salary</b>	<b>12750</b>	<b>153000</b>
<b>Other Benefit</b>	<b>1023</b>	<b>12276</b>
Basic	4463	53550
House Rent Allowance	2231	26775
City Compensatory Allowance	893	10710
Conveyance Allowance	1000	12000
Medical Allowance	600	7200
Special Allowance	3564	42765
<b>Total Earnings</b>	<b>13773</b>	<b>165276</b>
<b>Deductions</b>		
Provident Fund	536	6426
ESIC	96	1148
<b>Net Salary</b>	<b>13142</b>	<b>157703</b>

\* The Company may, at its discretion, review, adjust or withdraw SA.

\*\* Amount of Health & Accidental Insurance is approximate and may vary on yearly basis.



*(Signature)*  
 Director  
 R.D. Engineering College  
 Ghaziabad

**VertexPlus Technologies Pvt. Ltd.**

Regd. Office: B-19, 10-B Scheme, Gopalpura Road, Jaipur - 302018 INDIA  
 +91 141 2761951, 6622200 / 01 | info@vertexplus.com | www.vertexplus.com

Doc: LTVTFL/CAL/2019/0628/131

**Important:** All salary information is confidential and should not be disclosed for any reason to anyone, other than the HR department of the company. Employees should keep their wages, benefits, bonuses and any other form of compensation confidential, and should not providing or broadcast this information with other employees, or with any third-party that does not have a bona fide need to know. Any unauthorized disclosure relating to this by employee may impede our ability to effectively compete for talent, may create unnecessary conflict and disputes, and could lead to disciplinary action up to and including termination of employment.

### 1.2 Deductions

Your salary and other benefits, if any, shall be subject to the deductions of all Government and local taxes, contributions, etc., as required to be made under the law of land and shall be further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the company and all other matters as governed by the Company's policy.

### 1.3 Review

Your salary will be reviewed first time in April or October depending on the date of joining, then after annually from the date of first review. If you have joined in the months from February to July then your first salary review would be in April and if you have joined in the months from August to January then your first salary review would be in October. Salary review would be as per Company policy and the changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant

- 1) Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of this company, you will maintain a high standard of loyalty, efficiency, integrity and will liaise with employees/ workers in the company.
- 2) The management will be within its rights to transfer you for work or loan your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- 3) You will devote your whole time and attention to the interest of the company and will not engage yourself in any other work whether paid or in honorary capacity.
- 4) The employee shall not take up whole time or part time employment with any other company engaged in the similar businesses or with any clients of the company, for a period of 24 months from the date he/she leaves the services without getting NOC from the company.
- 5) You are required to contact only VertexPlus for all your queries and concerns.
- 6) The company will expect you to assist with completion of work, and the working hours may be varied in 24\*7 hr work rotation to achieve this. You may be required to work in night shifts as per your job requirement. The management may at its absolute discretion vary the scheduled working hours from time to time. Any such additional work will be considered during your ongoing reviews and demonstrates your commitment to your career and the company.
- 7) Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu thereof.



R.D. F...  
D...  
...  
...

**VertexPlus Technologies Pvt. Ltd.**

Regd. Office: B-19, 10-B Scheme, Gopalpura Road, Jaipur - 302018 INDIA  
+91 141 2791951, 6622200 / 01 | info@vertexplus.com | www.vertexplus.com

Doc: UZ2024Huz010PPO030131

- 8) Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you at the given address shall be deemed to have been served upon you.
- 9) You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- 10) In case there is any change in your residential address, you will intimate the same in writing to the Personnel Department within three days from the date of such change and get such change of address recorded.
- 11) If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- 12) **Leave Rules** If you are working for 5 days a week, you are entitled for 1 day paid leave per month (inclusive of casual, medical and special). If you are working for 6 days a week, you are entitled for 1 day paid leave per month (inclusive of casual, medical and special) till 6 months from your joining and 2 days paid leave per month (inclusive of casual, medical and special) after that. Un-availed leaves per month would be carried forward on a monthly basis. The un-availed leaves during the year will not be carried forward to the next year and no clause of financial settlement would be there for the leaves which have been lapsed. Once resignation has been accepted no leaves will be granted, otherwise your notice period will be extended for the time being. Leave without information /approval for more than 2 days would also warrant disciplinary action, as deemed fit by the management.
- 13) **Breach of Term** The term of employment is for 24 months. Employee cannot leave the services for the tenure of 24 months. Further, the company has right to terminate or relive you at any time on the basis of legitimate reason or disciplinary action. After completion of contractual period, employee has to serve the notice of 2 months, if he/she wants to leave the services.

If he/she leaves services in breach of this agreement, the employee would be liable to pay amount equal to three months CTC to the Company as liquidated damages for premature termination of the agreement at the instance of the employee. The said amount has been mutually agreed by and between the parties considering the circumstances of the case and the loss that will be suffered by the Company. The parties mutually agree that the above amount shall be the minimum liability of the employee in the event of the breach of this agreement by his/her and the Company shall be entitled to recover the said sum in accordance with the terms of this agreement.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

Sincerely  
For Vertexplus Technologies Private Limited

  
Karuna Pareek  
(Authorized Signatory)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

VertexPlus Technologies Pvt. Ltd.

Head. Office: E-19, 10-B Scheme, Gopalpura Road, Jaipur - 302018 INDIA  
+91 141 2761851, 0222200 / 01 | info@vertexplus.com | www.vertexplus.com

CH: U37200RJ0010PTC000131

### Non-Disclosure Agreement

For good consideration, and in consideration of being invited to be an employee for and on behalf of **VertexPlus Technologies Pvt. Ltd.** (hereafter called VertexPlus), located at **B-19, 10-B Scheme, Gopalpura Road Jaipur India** the undersigned employee hereby state the following:

1. I fully agree to the concept of Intellectual property protection of VertexPlus. Further, I will ensure to take all possible measures to protect the same. I shall also exercise due care and diligence to protect the intellectual property of the VertexPlus, which I come across during the period of my employment to VertexPlus.
2. I undertake not to divulge or disclose any information, which is enumerated below in any manner to any person/organization without the prior written consent from VertexPlus. I further, agree not to use any information belonging to VertexPlus for commercial / any other purpose without the prior written consent from VertexPlus. Any necessary divulgence or disclosure shall be made to third parties only after entering into a non-disclosure agreement with the concerned person/ persons/organization and authorization from VertexPlus.
  - Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, trade secrets, know how, machines, computer programs and research projects.
  - Business information: Customer details, pricing data, market research, sources of supply, financial data and marketing, production, or merchandising systems or plans.
  - Any other information, which can be used for carrying out, the purposes of VertexPlus as enshrined in the Appointment terms.
3. I will not make any kind of transaction of any information or data in form of physical media or soft format or CD or other software or through internet or any type of network connectivity.
4. I agree that I will not during, or at any time after leaving the job, use for myself, or disclose or divulge to others any trade secrets, confidential information, or any other proprietary data of VertexPlus (mentioned in clause 2 in this agreement) without prior written consent from VertexPlus.
5. As company personnel, I will not associate myself with any other organization or business, work of public office, honorary or remuneration post/assignment which results in conflict in the interest of VertexPlus functions and policies.
6. That upon the termination of job, I will return all the documents, data, any other information and property of VertexPlus, irrespective of the way in which I obtained it during my employment period, and all copies thereof relating in any way to the VertexPlus activities.
7. VertexPlus may notify regarding my work for and on behalf of VertexPlus to any concerned party and the existence of this agreement, and shall be entitled to full injunctive relief for any breach.
8. Promptly upon the termination of this Agreement, unless otherwise agreed in writing by both parties, each party shall return all Proprietary Information of the other party that it has received or that is in its possession, together with all copies thereof, and will immediately cease to make further use or disclosure of such Proprietary Information.
9. Accordingly, I agree that company will have the right to obtain an immediate injunction enjoining any breach of this agreement, as well as the right to pursue any and all other right and remedies available at law or in equity for such a breach.



  
Director  
R.D. Engineering College  
Dufai, Ghaziabad

**VertexPlus Technologies Pvt. Ltd.**

Regd. Office: B-19, 10-B Scheme, Gopalpura Road, Jaipur - 302018 INDIA  
+91 141 2761951, 6622200 / 01 | info@vertexplus.com | www.vertexplus.com

CIN: U72900RJ2010PT0025131



vertexplus®

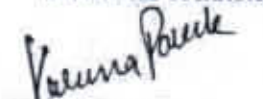
10. I agree that I will not provide any type of information in any form to the customers or clients without the prior permission of the company either through mail or in writing.
11. The non-disclosure provision of this agreement shall survive the termination of this agreement and employee's duty to hold Confidential Information in confidence shall remain in effect up to 24 months after relieving from the company or until the company sends the employee written notice releasing employees from this agreement, whichever occurs first. Further, in failure of all above clauses and arising of any conflict, company is free to take any legal action against the employee.

This Agreement shall remain in force and effect throughout the period in which the recipient is actively engaged in the execution of the Purpose. This agreement shall be binding upon me and my representatives and successors in interest.

Signature

Mr. Krishan Sharma  
S/O Mr. Hari Kishan Sharma  
Murtajabad Bhoopkheri, Loni Dehat,  
Ghaziabad, Loni, Uttar Pradesh- 20102

VertexPlus Technologies Pvt. Ltd.

  
Kaluna Pareek  
(Authorized Signatory)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

VertexPlus Technologies Pvt. Ltd.

Regd. Office: B-19, 10-B Scheme, Gopwastu Road, Jaipur - 302018 (INDIA)  
+91 141 2761951, 6622200 / 01 | info@vertexplus.com | www.vertexplus.com

CIN: U72000RJ2015PTC033131

  
INNOVATION  
TECHNOLOGY  
QUALITY

25

6-Mar-2023

Dear Lakshit Chauhan,  
MCA  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Annexure A

Name: Lakshit Chauhan		Designation: Programmer Analyst Trainee	
Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an international worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory deduction of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made the offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to



Mod. Office: 115/535, Old Mahaballouram Road, Okkiam Thoraiokkam, Chennai - 600 097

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Mr. Lavkush Tyagi**  
Ghaziabad

Dated: 25<sup>th</sup> August 2022

Dear Lavkush,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 4.2 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 25000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

*nsharma*

Niyati Sharma  
(Manager HR)



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	15500
HRA	7750
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	300
<b>Monthly Gross Salary</b>	<b>28200</b>
Annual Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>Annual CTC</b>	<b>420000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.



Director  
 R.D. Engineering College  
 Duha, Ghaziabad



**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



Director  
R.D. Engineering College  
Duhai, Ghaziabad



**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd

*Lavkush Tyagi*

Signature

Lavkush Tyagi <Full Name>

26/08/2022  
Acceptance Date



R.D. Engineering College  
Director  
Ghaziabad

27

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Madhvi Dixit,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Madhvi Dixit  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



*(Signature)*  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad



**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE -II

### 1. Background Verification

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

### 2. Trial Period

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

### 3. Bond Period and Probation Period

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

### 4. Working Hours

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

### 5. Leave

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



R.D. [Signature]  
Director  
Webkul Software Pvt. Ltd.  
Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

### 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

### 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

### 8. Confidentiality of Salary Information

• Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

• You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

• In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.  
In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### **9. Confidential Information**

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### **10. Non-competition Obligation**

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### **11. Dress Code**

You need to dress up with semi formal get up.

### **12. Alternative Occupation**

During your employment with Webkul, you are obliged to work exclusively for us.

### **13. Increment or Promotion**

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

#### 14. Retirals

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity**: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note** : All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika**  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

28



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Mansi Saini,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghazistad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.Indusvalleypartners.com](http://www.Indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Mansi Saini

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

29

## Appointment Letter

**Dear Mukul Chauhan,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Gh. ...

MOBISOFT LABS, UNIT-1119 B4, Spaze Itech Park, Sohna Road, Gurugram 122038





**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>rd</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

MOBISOFT LABS, Unit-1119, B4, Spaze Tech Park, Soliha Road, Gurugram 122018  
TEL: 7838935266 FAX: 7838935266

30

2<sup>nd</sup> Feb 2023Letter of Offer**Dear Musharraf Ahmed,**

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

**Best Regards,**

**Deepika  
Manager  
Human Resource**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**ANNEXURE - I**

**Name of the Employee :** Musharraf Ahmed  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
P. D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Ghazipur, Uttar Pradesh

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

#### 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

#### 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

#### 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

• Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

#### 14. Retirals

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity:** (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



31

6-Mar-2023

Dear Nakul,  
MCA  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

**Please note**

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition  
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure A

Name: Nakul		Designation:	Programmer Analyst Trainee	
Sl. No.	Description	Monthly	Yearly	
1	Basic	8675	104,100	
2	HRA @60% of basic*	5205	62,460	
3	Conveyance Allowance*	800	9,600	
4	Medical Allowance*	1250	15,000	
5	Company's contribution of PF #	1041	12,492	
6	Advance Statutory Bonus***	2000	24,000	
7	Special Allowance*	5779	69,348	
Annual Gross Compensation			297,000	
Incentive Indication (per annum)**			20,000	
Annual Total Compensation			317,000	
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000	
Gratuity			5,005	
Annual Total Remuneration			338,005	

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid-out on the condition that you continue to use the foreign language skill as required by your role/project/account.

Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Total Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to

R/od. Office: 115/535. Old Mahabalipuram Road. Okkiam Thoraioakkam. Chennai - 600 097



*[Signature]*  
R.D.S. Director  
D.V. College  
Chennai

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

32



OFFER LETTER

Date: August 23, 2022  
Noida, Uttar Pradesh, India

Dear Naveen,

With reference to the discussions we had, we are pleased to offer you the position of "Business Development Associate" with TekBeetle IT Solutions LLP

You are expected to join on or before "August 29, 2022", failing which, TekBeetle reserves the Right to Rescind this letter. A formal Appointment letter will be issued to you on your joining.

You will work out of our Noida Office and your Monthly salary will be ₹ 15,000 in hand+ other expenses as detailed in Annexure "A" of the Appointment Letter at the time of joining.

You are required to submit the following documents on the date of joining:

- Two Self Attested Copies of the Offer Letter
- Copies in support of your educational qualification(s)
- Copies in support of your work experience (If applicable)
- Copies of your resignation letter from current employers (If applicable)
- Copy of your original relieving letter from current employer (If applicable)
- 2 passport size photographs
- Form 16/salary certificate (If applicable)
- Address Proof (copy of Driving License, Voter ID, Aadhaar Card, PAN Card, etc)

Please send us an acknowledgement of this offer confirming your joining.

We welcome you to the TekBeetle IT Solutions family and look forward to a long and fruitful association.

Yours Sincerely,

For TekBeelte IT Solutions LLP

Agreed and Accepted By

Saurabh Joshi  
President and Director

Naveen kumar

If you have any question, please contact

[HR@tekbeetle.com](mailto:HR@tekbeetle.com) or reach out to +91 (945) 479-3323 Corporate Office: Devsha Business Park, D-215, D Block, Sector 63, Noida, UP 201301 Registered Office/Head Office: C-2, C Block, Yamuna Vihar, Delhi 110053



  
Director  
R.D. Engineering College  
Delhi 110053

33

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Nisha,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Nisha  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



*(Signature)*  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duha, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

#### 14. Retirals

- **Provident Fund** : You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity**: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

#### 15. Other Benefits

- **Food Coupons** : (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility** : (Perquisite) Drop facility will be provided to employees.

#### 16. Acceptance of Joining

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

#### 17. Contact us

You may contact us on the number +91-120-4150418.

**Note** : All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

34



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India.Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Nishant Tyagi,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Nishant Tyagi

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Dear Pankaj Kumar Kushwaha,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential information except



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,  
*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Ghaziabad, Ghaziabad

ACCEPTED BY

Annexure A

Employee Name: Pankaj  
Kumar Kushwaha  
Designation: Trainee  
Location: Greater Noida

Components	Fixed Gross (Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
Total Gross	328404	27367

Note:

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



  
Director  
R.D. Engineering College  
Duhai, Graziabad



36

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Prachi Singh,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Prachi Singh*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: ***Associate Software Engineer***

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**



With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

  
Director  
R.D. Engineering College  
Duha, Ghaziabad

37



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Pramod Kumar,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies

A handwritten signature in blue ink, appearing to read "R.D. Engineering College".

Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**  
#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**  
3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062  
#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)



## Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018  
T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**  
#1118, Tower – B4, Spaze I Tech Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**  
3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062  
#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035  
**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Internship allowance: Rs 20,000 per month

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Pramod Kumar



  
Director  
R.D. Engineering College  
Duha, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

2<sup>nd</sup> Feb 2023Letter of Offer**Dear Prashant Kumar,**

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

**Best Regards,**

**Deepika**  
**Manager**  
**Human Resource**



  
**Director**  
**R.D. Engineering College**  
**Duhal, Ghaziabad**

**ANNEXURE - I**

**Name of the Employee :** Prashant Kumar  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclain*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



*(Signature)*  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

### 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

### 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

### 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Duha, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### **9. Confidential Information**

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### **10. Non-competition Obligation**

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### **11. Dress Code**

You need to dress up with semi formal get up.

### **12. Alternative Occupation**

During your employment with Webkul, you are obliged to work exclusively for us.

### **13. Increment or Promotion**

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

391



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Prateek Tyagi,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SOF Block, 8-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

PrateekTyagi

Date of acceptance



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Mr. Priyanshu Kumar Srivastav  
S/O Mr. Viresh Lal Srivastav

Date: 30<sup>th</sup> July, 2021

Ref: RS/LOI/07/30/106

**Letter of Intent**

Dear Priyanshu,

With reference to your application and subsequent interview, we are pleased to offer you the role of "Software Development Engineer-Trainee" at 'Redian Software Pvt. Ltd'.

Your gross salary (CTC) will be **INR 96,000 (Ninty Six Thousand Only)** per annum and which you will get after the completion of two Months i.e. from 4<sup>th</sup> October 2021. We welcome your decision to join this organization. We are sure that together we will preserve the core values that we stand for and work towards a mutually beneficial relationship.

You are requested to present yourself for joining formalities through virtual mode, on or before **03<sup>rd</sup> August, 2021** & your DOJ will be **03<sup>rd</sup> August, 2021**.

In case you need any further clarification/ assistance, please get in touch with the HR department.

Looking forward to you joining our 'Redian Software family'.

Warm Regards,



**Ramesh Chandra**  
Senior Manager HR



Director  
R.D. Engineering College  
Duha, Ghazalbad

2<sup>nd</sup> Feb 2023Letter of Offer

Dear Rahi Tyagi,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource

  
Director  
R.D. Engineering College  
Duhar, Gorakhpur



**ANNEXURE - I**

**Name of the Employee :** Rahi Tyagi  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Medicclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

#### **6. Notice Period**

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

#### **7. Retirement**

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

#### **8. Confidentiality of Salary Information**

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity: (Monetary Benefits)** Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika  
Manager  
Human Resource**



  
**Director  
R.D. Engineering College  
Duhai, Ghaziabad**



423



**MOBISOFT LABS**

APP. WEB. GAMES

## Appointment Letter

**Dear Rajan Kumar,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



2<sup>nd</sup> Feb 2023Letter of Offer

Dear Rajat Tyagi,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghazipur

**ANNEXURE - I**

**Name of the Employee :** Rajat Tyagi  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaime*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



*Rajat Tyagi*  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\***: (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.

  
Director  
R.D. Engineering College  
Dunai, Ghaziabad

**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity:** (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika**  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



45

6-Mar-2023

Dear Rohit Kumar,  
MCA  
RD Engineering College

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs. 21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu  
Global Head-Talent Acquisition  
I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



  
Director  
R.D. Engineering College  
Duha, Ghaziabad



## Annexure A

Name: Rohit Kumar		Designation: Programmer Analyst Trainee	
Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

\* Flexible Benefit Plan: Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Incentive Indication: Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

\*\*\* Language Premium: This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

\*\*\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made an offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to



pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

2<sup>nd</sup> Feb 2023

Letter of Offer

Dear Roshan Lal Maurya,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghazipur



**ANNEXURE - I**

**Name of the Employee :** Roshan Lal Maurya  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



**Deepika**  
**Manager**  
**Human Resource**



*(Signature)*  
 Director  
 R. D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms an integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity:** (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance.

In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

48

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

SachinTyagi,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *SachinTyagi*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Associate Software Engineer*

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
			<b>TOTAL</b>	<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, iTHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
**Managing Director**  
**VIR Softech Pvt. Ltd.**

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Dear Sagar Sirohi,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential information except



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

ACCEPTED BY

**Annexure A**

**Employee Name: Sagar Sirohi**

**Designation: Trainee**

**Location: Greater Noida**

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
<b>Total Gross</b>	<b>328404</b>	<b>27367</b>

**Note:**

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



*(Signature)*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

511

## Appointment Letter

**Dear Sanjeev Kumar,**  
Congratulations!

**Date: 03-02-2022**

On behalf of Mobisoft Labs, it is my pleasure to formally confirm our offer to you to join Mobisoft Labs as a "Software Trainee" in the Technology group starting on February 7<sup>th</sup>, 2022 or on an alternate date acceptable to Mobisoft Labs.

This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about the possibility of you joining Mobisoft Labs.

You agree to work on any of other organization's office in Gurgaon. Your place of work will be at Mobisoft Labs, 212-214 Bestech Chambers, B Block, Sushant Lok 1, Gurgaon and/or # 1119 B4, Spaze Itech Park Sector 49, Sohna Road Gurgaon. Your initial reporting would be at 1119 B4, Spaze Itech Park, Sector 49, Sohna Road Gurgaon.

You will undergo an intensive training for 6 months, and after successful completion of the training you will be promoted as Associate Software Engineer.

Because the job is full time and requires a full-time commitment, you have agreed to work the hours required, which may vary from time to time, in order to meet the objectives of your position. During the training period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. You will be subject to rules and regulations provided in standing orders / instructions of the establishment which are applicable upon you and may be in force from time to time at the where you may be working for the time being. After successful completion of the training period, you will be promoted to "Associate Software Engineer".

You agree to sign and abide to the terms and conditions of the employment, non-disclosure and non-compete agreement. In addition you understand that as substantial amount of company's resources goes in training you will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employment.

During the training period your salary will be INR 20000 per month. And after completion of the training you salary will be revised based on your performance but minimum INR 300000 (Three lakhs) per annum. You will also receive periodic performance and compensation reviews in accordance with Mobisoft Lab's administrative practices. Typically, compensation reviews are conducted in annually.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

Mobisoft Labs will endeavor to provide you with opportunities and assignments to enhance your professional development. Mobisoft Labs offers a number of learning opportunities to keep you at the top of your profession.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by today, by signing and emailing back to the email. Our offer will be valid through this date. Please contact Deepa Verma at +91 7838935266, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 03<sup>th</sup> February, 2022**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



2<sup>nd</sup> Feb 2023Letter of Offer

Dear Shagun Tyagi,

Congratulations!! We are pleased to appoint you as **Trainee Software Engineer** and look forward to you being a part of our family.

We are glad to inform you that the appointment will commence from the day of joining i.e **Monday Feb 27, 2023** failing which this appointment will stand automatically withdrawn.

We are offering you annual entitlement of **Rs. 3,20,190/-** Details of other allowances shall be as per enclosed in **Annexure I**.

Welcome once again, may this be the start of a long, happy and successful association with Webkul.

Webkul Software Pvt Ltd  
A-67 Second Floor  
Sector 63 Noida

Best Regards,



Deepika  
Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - I**

**Name of the Employee :** Shagun Tyagi  
**Designation :** Trainee Software Engineer

Duration	March 23- July, 23	Aug, 23- Mar, 24	Annual
Salary Particulars	Monthly (Rs.)	Monthly (Rs.)	Annual (Rs.)
Basic Salary	10000	10000	120000
House Rent Allowance	5000	5000	60000
Bonus	3000	3600	39600
Skill Allowance	-	3000	18000
<b>Gross Payable</b>	<b>18,000</b>	<b>21,600</b>	<b>2,37,600</b>
<b>Employee Contribution</b>			
PF (Employee Contribution)	1200	1200	14400
ESIC (Employee Contribution)	315	0	1890
<b>Net Payable</b>	<b>16,485</b>	<b>20,400</b>	<b>2,21,310</b>
<b>Employer Contribution</b>			
PF (Employer Contribution)	1200	1200	14400
ESIC (Employer Contribution)	855	0	5130
<b>Annual Benefits &amp; Perks</b>			
Gratuity*			5770
Food Vouchers*	700	700	8400
Performance Variable*			45000
Mediclaim*			3890
<b>Total CTC (Rupees)</b>	<b>20,755</b>	<b>23,500</b>	<b>3,20,190</b>

Regards,



Deepika  
 Manager  
 Human Resource



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

**Perks & Benefits:**

- **Gratuity\***: (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.
- **Food Coupons\***: (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Performance Variable Bonus\***: (Monetary Benefits) Bonus hereby defined as yearly bonus provided to you based on your performance once in an year.
- **Mediclaim\*** : (Perquisite) Health insurance benefit (2 Lacs) including spouse and 2 children.

**Terms & Conditions :**

1. \*Please note that above structure is subject to change in lieu to change in company policy and income tax rules. All benefits are as per company policy, which are subject to change from time to time.\*
2. The revised compensation package has been customized for you taking into consideration your performance, company policies and related factors.
3. Your compensation package is unique to you and not for comparison with other employees of the company.
4. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.



Regards,  
Deepika Manager  
Human Resource



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE -II****1. Background Verification**

The Company may, at its discretion conduct Background Verification checks after your expected date of Joining date to validate your employment details furnished by you including your identity, the address provided by you, details of your prior work experience(if any) and to conduct any criminal checks. You expressly consent to the Company for conducting such background checks. If the company is not satisfied, in its sole discretion, with the outcome of the background checks, the company reserves the right to withdraw this offer without notice or to take any appropriate action against you, but not limited to termination of your employment.

**2. Trial Period**

After the offer letter is given to you, you are at liberty to join the services of Webkul Software Pvt. Ltd. on trial basis for a period of 7 days. During this trial period, you will be free to decide whether to continue with the services of the company or not. In case you choose to leave the company or company terminates you during the trial period you shall not be paid any expenses, salary or emoluments etc. for such period. However, in case you choose to serve the company even after the trial period, first three months of your employment will be counted as probation period and you also have to sign a bond for serving the company for minimum two years.

**3. Bond Period and Probation Period**

After the expiry of the trial period of 7 days, you are required to serve the company for a minimum period of two years and execute a Bond to that effect. Bond period of two years will be counted from the day of your actual joining of the services of Webkul Software Pvt. Ltd. You have agreed and undertaken to pay a sum of Rs. 1,00,000/- plus GST 18% or as per applicable at the time of joining to Webkul Software Pvt. Ltd. in case of leaving the services of the company before the expiry of the Bond period. However, you need to serve the notice period in case of breach also.

First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation period will be treated as unpaid leave. Unless and until a confirmation Letter is given to you, you will be treated to be on probation even after the expiry of three months period.

**4. Working Hours**

You may be required to work in extended working hours as permitted by law. You may be required to work beyond your working hours depending upon requirements.

**5. Leave**

- 12 Days of Casual leaves and 6 days of Sick leaves will be provided.
- Webkul provide 15 days (Including Saturday, Sunday & Public Holidays) wedding leaves to employees.
- As per Maternity Benefit Act, 1961 we provide 26 weeks paid maternity leaves to all female employees.
- Employees can not avail any leave during notice & probation period.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- In case of emergency, leaves will be treated as unpaid during notice & probation period.
- During final settlement leaves will be counted as monthly and over taken leaves will be treated as unpaid leaves.

## 6. Notice Period

After giving a confirmation letter to you, your employment with Webkul Software Pvt. Ltd. can be terminated by the company by giving one month written notice to you. During probation period or even after your confirmation, you need to serve two months written notice period. In case two months notice period is not served by you, you shall pay a sum of Rs. 2,00,000/- to Webkul Software Pvt. Ltd. which is pre-estimated damages amount for the unserved notice period. During Probation period, Webkul Software Pvt Ltd can terminate your employment any time without any notice. If any kind of work is pending against employee, the company shall have right not to grant relieving. However, you are not entitled to leave the company before the expiry of Bond Period. And, bond period will be excluding notice period.

During notice period if we found your involvement in any disciplinary action then notice period can be cut or short. No notice period will be provided in case of termination on the basis of any disciplinary issue.

## 7. Retirement

You will retire from the services of Webkul on reaching your 60<sup>th</sup> Birthday as per the proof of age submitted by you at the time of joining.

## 8. Confidentiality of Salary Information

- Your salary package is based on, besides your overall experience level in the IT Industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the IT Industry, may be unrealistic, misleading and invidious.

- You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/ terms of employment, to any other employee of the Company except to your HR/ Accounts Department.

- In the similar way, when deputed to work/interact at the client site, you are expected to maintain full confidentiality regarding your salary packages, and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Employee should not disclose employers intellectual property, codes, modules and any other kind of confidential information during or after the working period. Also can not be in contact with the clients of Webkul.

In case, you have resigned and appraisal due date is during notice period then appraisal will be terminated.

**You are not liable to use company name as present employer after termination of service from Webkul.**

### 9. Confidential Information

The employee is under obligation to refrain from divulging any information obtained during the performance of his function to any third party. This obligation of confidentiality also applies after the end of the employment relationship. Reference is made to the non-disclosure agreement that forms and integral part of this employment agreement and should be signed separately by the employee by way of acceptance.

Reference is also made to the non-disclosure agreement with regard to proprietary information, inventions, and patents. The non disclosure agreement forms an integral part of this employment agreement and must be signed by way of acceptance.

### 10. Non-competition Obligation

During the period of employment with the employer, the employee is not permitted to carryout in any way work and / or activities within the same branch of industry as the Employer and / or companies associated with the employer whether directly or indirectly, independently and at his own risk and expense, or in the employee, for the benefit or on the behalf of the third parties, unless the employee has express written consent of the employer to do so.

### 11. Dress Code

You need to dress up with semi formal get up.

### 12. Alternative Occupation

During your employment with Webkul, you are obliged to work exclusively for us.

### 13. Increment or Promotion

Your performance and contribution to the Webkul will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Webkul's compensation & promotion policy.

Company can change the department or profile any time in case of any misconduct.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**14. Retirals**

- **Provident Fund :** You will be a member of Provident fund as per the provision of "Employees Provident fund 1952 Act" and Webkul will contribute 12% of your basic salary every month as per the provisions of the said act.
- **Gratuity:** (Monetary Benefits) Provided by the company after 5 years successful or more of your employment with the company and get paid at the time of leaving of job or Retirement whichever is earlier.

**15. Other Benefits**

- **Food Coupons :** (Facility) Every employee would get the food coupons of worth Rs. 700/- Monthly. The food coupons are not negotiable Instruments & would not get carry forward in case of non-utilization.
- **Drop Facility :** (Perquisite) Drop facility will be provided to employees.

**16. Acceptance of Joining**

Please sign a duplicate copy of this appointment letter as a token of your acceptance. In the event of us not receiving your confirmation on the same, please be informed that Webkul reserves the right to withdraw the offer.

**17. Contact us**

You may contact us on the number +91-120-4150418.

**Note :** All other benefits will be as per company policy as amended from time to time.

Best Regards,



**Deepika  
Manager  
Human Resource**



  
**Director  
R.D. Engineering College  
Duhai, Ghazipur**

September 19, 2022

Offer Letter

**Ms. Shivani Pal**House No. 1560,  
Pal Chowk, Arthala  
Ghaziabad - 201007  
Uttar Pradesh
**EASTERN  
SOFTWARE  
SYSTEMS**  
PVT. LTD.

Dear Ms. Shivani

We are pleased to offer you the position of "**Software Engineer**" with our organization subject to the terms and conditions as below. You will be required to work in any of our Offices/Customer's Sites as may be decided by the management. You are requested to join on or before **September 26, 2022**

1. **COMPENSATION & BENEFITS:** Please refer to Annexure A for the details as applicable to you.
2. **LEAVE AND LEAVE ENCASHMENT:** You will be entitled to leave and leave encashment in accordance with and subject to the Company's rules.
3. **PERSONAL ACCIDENT INSURANCE:** You would be provided an accidental insurance coverage of Rs. 100000/-
4. **GUEST HOUSE FACILITY:** As per the rules of the company and subject to the discretion of the management, shared guest house facility could be provided to you outside your city of joining. (Applicable for Bachelors Only)
5. **SERVICE AGREEMENT:** You are required to execute a service contract, as per the rules and regulations of the company, at the time of joining the Company. As per the service contract, you are required to work with ESS for a minimum period of 2 years otherwise you are required to pay Rs. 1,50,000/- to partially cover the cost of training imparted to you or the time/money invested on you.
6. **PROBATION/ CONFIRMATION:** You shall be on probation for a period of six months during which, you will be working as a trainee. Training which will be imparted to you could be either classroom training or on-the job training. The training period could be extended beyond six months at the discretion of the management.

On successful completion of training period, you will be confirmed by express communication, or could be deemed as a trainee even after completion of your training period or extended training period.

I hereby accept the offer on the terms and conditions set out in this letter and by my signature hereto I bind myself to abide by these.

Name: Shivani Pal.Signature: [Handwritten Signature]

Date: .....



[Handwritten Signature]  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Regd Off : B-65, SECTOR-63  
NOIDA - 201307 (U.P.) INDIA  
PH.: (91-120) 4212931-39  
FAX : (91-120) 4212930  
Email : marketing@ebizframe.com  
Website : www.ebizframe.com



7. **NOTICE PERIOD:** From either side, during the first 30 days of employment, duration of notice period will be 7 days. From 31st day till confirmation, duration of notice period will be 30 days. After confirmation, the duration of notice period will be 90 days.

No relaxation in the notice period shall be permitted.

8. **TRANSFERABILITY:** In the Company's interest, you may be transferred at any time from one job, section or department to another, and from one establishment/office to any other establishment/office of the Company or from one city to another city in India or outside India, on the salary you draw at the time of your transfer or revised salary as per the rules and regulations of the Company. "However your appointment will be deemed to have been made in the Head Office at Noida".
9. **OTHER BUSINESS INTERESTS OR EMPLOYMENT:** You shall, during your service with the Company, work to the best of your ability and devote your full time to the Company's business as directed by the Company. As long as you are employed by the Company, you shall not have interests or be employed at any time either directly or indirectly in any other business except with the prior consent in writing of the management.

You will also be required to sign a confidentiality/Non-disclosure agreement at the time of joining to protect company/company associates/clients confidential information. You are also prohibited from joining company's clients for 36 months after your separation.

10. **COMPANY RULES AND REGULATIONS:** You will be observed and be bound by the Company's rules and regulations as varied by the Company from time to time in so far as they affect your employment with the Company.
11. **ACCEPTANCE:** Please sign and return the duplicate copy of this letter confirming your acceptance of the offer on the conditions of service specified in this letter.

We are excited about the talent you will bring to our firm and look forward to your many contributions.

**For Eastern Software Systems Pvt. Ltd.**

**Gaurav Malhotra**  
Senior Manager – Human Resources

\*This letter is digitally generated hence does not require any signatures.

.....  
I hereby accept the offer on the terms and conditions set out in this letter and by my signature hereto I bind myself to abide by these.

Name: .....

Signature: .....

Date: .....



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



September 19, 2022

ConfidentialMs. Shivani Pal  
Software EngineerEASTERN  
SOFTWARE  
SYSTEMS

PVT. LTD.

ANNEXURE – A

Earnings	Monthly	Annual
BASIC	18800	225600
HRA	9400	112800
PF	1800	21600
<b>GROSS (A)</b>	<b>30000</b>	<b>360000</b>

Benefits	Monthly	Annual
Gratuity (Eligible after 5 years of service)	904	10848
<b>Earned Leaves</b> (1.25 days per month. EL can be accumulated but such accumulation should not exceed 45 days. EL is en-cashable only at the time of separation.)	1175	14100
<b>Personal Accidental Insurance</b> (Up to Rupees 100000)		
<b>Total Benefits (B)</b>	<b>2079</b>	<b>24948</b>

<b>CTC (A+B)</b>	<b>32079</b>	<b>384948</b>
------------------	--------------	---------------

For Eastern Software Systems Pvt. Ltd.

**Gaurav Malhotra**

Senior Manager – Human Resources

\*This letter is digitally generated hence does not require any signatures.

I hereby accept the offer on the terms and conditions set out in this letter and by my signature hereto I bind myself to abide by these.

Name: .....

Signature: .....

Date: .....



*[Handwritten Signature]*  
R.D. Engineering College  
Director  
Duhai, Ghaziabad

*Shivani Pal.*  
*MCA - 2nd (2021-23)*

**Mr. Shubham Shrivastav**

Ghaziabad

Dated:25<sup>th</sup> August 2022

Dear Shubham,

On behalf of InnoBit Systems Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to **Kanchan Gautam** (Director of Engineering). During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for a full-time exempt position in the company. The annual Cost to Company (CTC) for this full-time exempt position will be INR 3.6 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 22000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six-monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with InnoBit's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to InnoBit's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by **1<sup>st</sup> September 2022**. This offer will be valid until **27<sup>th</sup> August 2022**. At the time of joining, you will be required to provide the name of two references for the purpose of verification.

Yours Sincerely,

*nsharma*

Niyati Sharma

(Manager HR)



*R.D. Engineering College  
Director  
Dunal, Ghaziabad*

## Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Salary Component	Salary Breakup
Basic	12000
HRA	6000
EPF (Employee Contribution)	1800
Transport	1600
Medical	1250
FBP (Daily Allowance)	550
<b>Monthly Salary</b>	<b>23200</b>
Variable Pay*	60000
EPF (Annual Employer Contribution)	21600
<b>CTC</b>	<b>360000</b>

Various benefit schemes provided by InnoBit are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

**Flexible Benefit Plan:** Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

**Variable Incentive Plan (VIP):** The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of InnoBit Systems on 30<sup>th</sup> April and 31<sup>st</sup> October of the financial year subject to achieving the predefined goals.



  
 Director  
 R.D. Engineering College  
 Noida, India



**Profit Sharing Bonus (PSB):** Employees become eligible for this six-monthly profit-sharing bonus payment if they are employed at InnoBit Systems for the full duration of six months of period under consideration. These six-monthly eligibility periods are defined as:

- 1<sup>st</sup> April to 30<sup>th</sup> September
- 1<sup>st</sup> October to 31<sup>st</sup> March

**Working Hours and Holidays:** The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro-rata basis depending on the number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per InnoBit policy. InnoBit provides flexible working hours too.

## Company Policies

**Privacy and Confidentiality Agreement:** On joining you shall be required to sign the standard Non-Disclosure Agreement:

- **Privacy Agreement:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- **Conflict of Interest Policy:** While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- **Intellectual Property Right Assignment:** You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with InnoBit Systems Pvt Ltd, to the company

**Probation Duration:** For the first six month of your joining, you shall be on probation, where either side can terminate the employment with a one-day notice. After successful completion of probation period, you shall be given a confirmation letter.

**Termination Conditions:** The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of two month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**PS: Please bring the following along with you on the day of your joining:**

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical insurance coverage for you.

I accept this offer and I understand that I am required to sign the Employee Intellectual Proprietary Rights Assignment Agreement before starting employment with InnoBit Systems Pvt Ltd.

---

Signature

<Full Name>

Acceptance Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

55

**sumitkumar663@outlook.com**

**From:** Kratika Jain <kratika.jain@vertexplus.com>  
**Sent:** Monday, October 18, 2021 4:04 PM  
**To:** sumitkumar663@outlook.com  
**Cc:** VertexPlus Softwares Pvt. Ltd.; Nishtha Mishra; Meena Bisht; Riya Singh Choudhary Singh Choudhary; Manish Sharma; Divya Bhargava  
**Subject:** Offer of Employment - Sumit Kumar - VTPL - Noida  
**Attachments:** Joining checklist ..docx; PF Declaration Form.pdf  
**Categories:** JOB

**Mr. Sumit Kumar,**

With reference to our subsequent discussions, we are pleased to offer you at 'VertexPlus Technologies Pvt. Ltd' as a **Jr. Software Developer** on **CTC of Rs. 180000 p.a.**

1. Your joining date is **19th October 2021**, subject to your acceptance of the terms and conditions detailed below.

2. Your initial place of work will be at Noida.

**VertexPlus Technologies Pvt. Ltd.**

**Priska Tower, 2nd and 3rd Floor, Plot No. C-56/45,  
Sector - 62, Noida, Uttar Pradesh**

3. A formal induction would be imparted to help you understand the organization's structure, values, and culture. A detailed appointment letter outlining the terms and conditions of your appointment will be issued to you on your joining us.

4. Your employment will be subject to rules and regulations and conditions of services at present and those made from time to time as applicable to your category of employees.

Your career offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as proof in support of the above, the Company reserves the right to seek clarifications & take necessary actions as may deem fit.

Please email the following Account details. If you have an account in HDFC Bank then please give details of that A/C only. Otherwise, you can provide details of any other account.

Bank Name



1

*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

55

Account Holder Name (A/c should be on your name)  
Bank Branch  
Branch Address  
Account Number  
IFSC Code

PF A/C No.

UAN No.

Kindly mail the scanned copy of below documents at the earliest:

ID Proof  
Permanent Address Proof  
All Mark Sheets (10th, 12th, Graduation, Post Graduation)  
Degree Certificates (if any)  
Last Company's Appointment Letter  
Last Company's Relieving Letter  
Last 3 month Bank Statement  
Last 3-month Salary Slips (if any)

cancelled cheque  
2 photographs and Signatures

Blood Group

Please also fill the Attached Checklist Form and send the copy with other documents.

### Policies

- 1) The company will expect you to assist with the completion of work, and the working hours may be varied in 24\*7 hr work rotation to achieve this. If we are having any urgent piece of work at the office then the management may cancel your official leave.
- 2) You are entitled to 2 days (consolidation of days in a year inclusive of casual, medical and special) paid leave per month.
- 3) Un-availed leaves per month would be carried forward on a monthly basis. The un-availed leaves during the year will not be carried forward to the next year and no clause of the financial settlement would be there for the leaves which have been lapsed.
- 4) Timesheet should be submitted by the 1st of every month with the reporting person's approval for salary transfer.



2

  
Director  
R.D. Engineering College  
Duha, Ghaziabad



- 5) The salary day is the 7th of every month. If there is a company or bank holiday or week-off on 7th then the salary would come on the next working day. If you don't have an HDFC account your salary will be credited through cheque else there will be NEFT transfer.
- 6) The term of employment is for 24 months. Employees cannot leave the services for the tenure of 24 months. The company has the right to terminate or relive you at any time on the basis of a legitimate reason or disciplinary action. After completion of this period, the employee has to serve the notice of 2 months, if he/she wants to leave the services. Once resignation has been accepted no leaves will be granted, otherwise, your notice period will be extended with respect to the number of leaves taken during the notice period.
- 7) All salary information is confidential and should not be disclosed for any reason to anyone, other than the HR department of the company. Any unauthorised disclosure relating to this by an employee may impede our ability to effectively compete for talent, may create unnecessary conflict and disputes, and could lead to disciplinary action up to and including termination of employment.
- 8) Your salary will be reviewed for the first time in April or October depending on the date of joining, then after annually from the date of the first review. If you have joined in the months from February to July then your first salary review would be in April and if you joined in the months from August to January then your first salary review would be in October. Salary review would be as per Company policy and the changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant.
- 9) The appointment letter will be given within 15 days of the joining subject to the submission of all the required documents as per the offer email.
- 10) Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu thereof.
- 11) All queries should be addressed to VertexPlus only and there is no need to keep CC to anyone in Nokia. The professional email id's provided by VertexPlus should be used for all communication.

Please address specific queries to their respective departments/ persons only. You can keep [hr@vertexplus.com](mailto:hr@vertexplus.com) and [nishtha.mishra@vertexplus.com](mailto:nishtha.mishra@vertexplus.com) in CC for all your queries. Please find the details below:

**a) HR-related Queries**

Nishtha Mishra (Resource Manager - HR)  
[nishtha.mishra@vertexplus.com](mailto:nishtha.mishra@vertexplus.com)

Riya Choudhary (Assistant Manager- HR)  
[riya.choudhary@vertexplus.com](mailto:riya.choudhary@vertexplus.com)

**b) Accounts-related Queries**

Ankit Khandelwal (Executive – Accounts)  
[ankit.khandelwal@vertexplus.com](mailto:ankit.khandelwal@vertexplus.com)

Mohan Kumar (Manager - Accounts )  
[mohan.kumar@vertexplus.com](mailto:mohan.kumar@vertexplus.com)

**c) Compliance related Queries**



[compliance@vertexplus.com](mailto:compliance@vertexplus.com)

**d) Tax-related Queries**

Sonakshi Jain (Chartered Accountant)  
[sonakshi.jain@vertexplus.com](mailto:sonakshi.jain@vertexplus.com)

Please revert back through an acknowledgment mail as a token of your acceptance of this offer urgently.

—  
**Ms. Kratika Jain**  
**Human Resource**  
**Vertex Plus Technologies Pvt. Ltd.**  
\*\*\*\*\*

This Communication is for the exclusive use of the intended recipient (s) and shall not attach any liability on the originator or VertexPlus Technologies Pvt. Ltd./its Subsidiaries/its Group Companies. If you are the addressee, the contents of this email are intended for your use only and it shall not be forwarded to any third party, without first obtaining written authorisation from the originator or VertexPlus Technologies Pvt. Ltd./its Subsidiaries/its Group Companies. It may contain information which is confidential and legally privileged and the same shall not be used or dealt with by any third party in any manner whatsoever without the specific consent of VertexPlus Technologies Pvt. Ltd./its Subsidiaries/its Group Companies.

\*\*\*\*\*



  
Director  
R.D. Engineering College  
Ghaziabad

56)



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Utkarsh Tiwari,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, 8-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India.Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.Indusvalleypartners.com](http://www.Indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Utkarsh Tiwari

Date of acceptance



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

28 June 2022

Dear Vandna Tyagi,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential Information except:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

ACCEPTED BY  
\_\_\_\_\_

**Annexure A**

**Employee Name: Vandna  
Tyagi  
Designation: Trainee  
Location: Greater Noida**

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
<b>Total Gross</b>	<b>328404</b>	<b>27367</b>

**Note:**

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

60



Dalisoft Technologies Private Limited

1118, 11<sup>th</sup> Floor, Tower B4, Spaze I Tech Park,  
Sector-49, Gurugram- 122018

T: +91 124 4712488 Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

Date: - 4<sup>th</sup> April, 2022

Dear Varsha Tyagi,

We are delighted to welcome you to Dalisoft Technologies as **Intern**. At Dalisoft, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us on **25<sup>th</sup> April, 2022**. Your base location will be **Gurgaon**.

Please do not hesitate to call us for any information you may need. Also, please sign this offer as your acceptance and share scanned copy of the same with us.

Congratulations!

A handwritten signature in black ink, appearing to read "Devesh Mathur".

**Devesh Mathur**  
Director & COO – Dalisoft Technologies



A handwritten signature in blue ink.  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)



### Annexure A

You shall be governed by the following terms and condition of service as a trainee with Dalisoft Technologies, and those may be amended from time to time.

1. You are being hired as **Intern**. You would be responsible for working on internal or customer facing projects related to developing digital solutions for manufacturing sector.
2. Your date of joining is **25th April, 2022** for 6 months' duration. Dalisoft management has discretion to confirm you as full-time employee of the organization during or post this period.
3. Your base location will be **Gurgaon**.
4. All the work that you will produce at or in relation to Dalisoft will be the intellectual property of Dalisoft Technologies Pvt Ltd. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of customers, clients, and companies' data and contact details that you may get access to while working as a trainee, will be your responsibility. Dalisoft operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company.
7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

**Website:** [www.dalisoft.co.in](http://www.dalisoft.co.in)

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
  9. We love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and appreciation & rewards will follow.
  10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
  11. Have fun at what you do and do the right thing – both the principles are core of what Dalisoft Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
12. Internship allowance: **Rs 20,000 per month**

I have read, understood agreed to all the terms and conditions of this letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name: Varsha Tyagi



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Corporate office:**

#1118, Tower – B4, Spaze IT Park, Sohna Road, Sector – 49, Gurugram – 122018

**Regional offices:**

3rd floor, 3481/A, Roopam Arcade, Near KSIT, 80ft Road, Off Kanakapura Road, Bengaluru – 560062

#406, Jai Ganesh Vision B-wing, R1, Akurdi Chinchwad Link Road, Akurdi, Pune - 411035

Website: [www.dalisoft.co.in](http://www.dalisoft.co.in)

28 June 2022  
Dear Vikki,

### APPOINTMENT LETTER

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

### RESPONSIBILITIES

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

### CONFIDENTIALITY

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential information except



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential Information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad  
ACCEPTED BY

**Annexure A**

**Employee Name: Vikki**  
**Designation: Trainee**  
**Location: Greater Noida**

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
<b>Total Gross</b>	<b>328404</b>	<b>27367</b>

**Note:**  
Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

63

# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: [corp@virsoftech.com](mailto:corp@virsoftech.com)

## OFFER LETTER

18<sup>th</sup> MAY, 2022

Vimal Kumar,

SUB: LETTER OF OFFER OF EMPLOYMENT – *Associate Software Engineer*

Dear *Vimal Kumar*,

Following our recent discussions, we are delighted to offer you the position of *Associate Software Engineer* with *VIR Softech Pvt. Ltd.* If you join *VIR*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *VIR* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *VIR*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: ***Associate Software Engineer***

Salary: Following is the salary breakup offered to you:

SNo.	Description	Monthly (INR)	Six Monthly (INR)	Annual (INR)
1.	Basic + HRA + Conveyance	25,000.00		3,00,000.00
2.	Six monthly Bonus		25,000.00	50,000.00
3.	Annual Bonus			50,000.00
<b>TOTAL</b>				<b>4,00,000.00</b>

Six Monthly & Annual Bonus:

These bonuses will be contingent on your individual performance and overall performance of the company and shall be subject to terms and conditions as the Company may decide.

However, the Employee shall have no right to claim Quarterly and Annual bonus if he is no longer employed by the Company or is under notice (whether given by the Employee or the Company) at or prior to the date when a incentive might otherwise have been payable.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Vacation: All National and bank holidays will be vacation days. In addition you will be entitled for 1 casual leave per month.

Company Assets: Company may provide you a laptop to work on company projects which will be company's asset. You may not be allowed to take this laptop outside company premises. In case laptop needs to be taken outside company premise, an email/written approval from authorized person is required.

A progression and performance review will be conducted on a 6 monthly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

Company or Employee can terminate this employment agreement by giving 1 month notice in writing.

Date of joining: 23<sup>rd</sup> May, 2022

Reporting time: 10:30am

Office Address: Plot#A-40, ITHUM Tower, Unit#A-306, Sector-62, Noida, UP 201010

Please submit following documents at the time of joining:

1. Recent passport size photograph – 2
2. Copy of your Degree/last semester's mark sheet
3. PAN Card Copy
4. Address proof copy
5. Bank account details – account holder name, account number, IFSC code

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

Sincerely,

**Deepak Garg**  
*Managing Director*  
**VIR Softech Pvt. Ltd.**

With the signature below, I accept this offer for employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

65



## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India, Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

Date: 26-May-2022

### Offer Letter

Dear Vishal Chauhan,

Congratulations!

This is with reference to your interview process; we are pleased to offer you the position of a **Associate Engineer** with Indus Valley Partners (India) Private Limited. On probationary basis for 3 months. On completion of the 3 months evaluation period, the role shall be confirmed based on your performance.

You shall report for work on: **01-Jun-2022**

Your Cost to Company (CTC) would be of **INR 600000/- (Six Lakh only)** per annum plus Deferred Cash Opportunity and Non Encashable Benefits. The salary is structured in a tax efficient basis and includes PF, HRA and other benefits as applicable. The details of compensation are given in the Annual Earning Opportunity Annexure.

You are also eligible for a joining bonus of 50,000/- (Fifty Thousand only) subject to joining Indus Valley Partners as per the communicated DOJ. The amount of joining bonus will be processed /credited after completion of Completion of Probation with Indus Valley Partners . If due to any reason, you resign from Indus Valley Partners within 2 Years of joining us, then the joining bonus amount will have to be returned to the company by you or company shall deduct the said amount from the dues payable to you.

During your employment with Indus Valley Partners (India) Private Limited, we may disclose to you certain trade secrets or confidential proprietary information. You agree that you will hold in confidence, and not disclose to anyone outside of Indus Valley Partners (India) Private Limited any of our trade secrets and our confidential or proprietary information, or similar information that you may receive from us with respect to Indus Valley Partners (India) Private Limited or any of our existing or prospective clients. You also agree to not solicit employment with the IVP's direct clients or client's group/associate companies/firms until at least one year after leaving the firm.

Please note that the conditions of this offer letter are specific to each individual and therefore, the terms should be held in confidence.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





## Indus Valley Partners (India) Pvt. Ltd.

SDF Block, B-13-14-15, 3<sup>rd</sup> Floor  
NSEZ, Phase-II, Noida (Uttar Pradesh) India. Pin-201305  
TEL: +91 (120) 2428300, Fax+91 20 422 5230  
[www.indusvalleypartners.com](http://www.indusvalleypartners.com)

If you have any questions about this offer letter, please contact us immediately so that we must review specific terms together.

You will be entitled to leaves as per the policy of the Company. We look forward to your joining!

You are requested to report at **11:30 AM** on the date of joining along with the following documents in original and their self-attested copies, wherever applicable:

- Updated Resume
- Certificates in support of your age, qualifications
- Last employer relieving letter and experience certificate
- IVP offer letter along with the salary break up offered
- Passport
- Permanent Account Number (PAN) Card (mandatory)
- 3 Passport size photographs
- Adhaar Card

Note: This offer of employment is subject to successful completion of the IVP background check process.

Welcome to the IVP family!

Best Regards,

Director, HR & Firm Compliance

I accept the employment along with all the Terms and Conditions.

Signature of Employee

Vishal Chauhan



Date of acceptance

Director  
R.D. Engineering College  
Ghaziabad

28 June 2022

Dear Yashasvi Vashishth,

**APPOINTMENT LETTER**

Congratulations! Subsequent to the discussion between Exclusive-Or (XOR) Labs Pvt. Ltd. and you, we are pleased to issue an appointment letter for the position of **Trainee** and invite you to join Exclusive-Or (XOR) Labs Pvt. Ltd. based in **Greater Noida**. We believe you will find this position to be challenging and rewarding.

This employment agreement, among other provisions, states that you will keep our business information confidential and seek your agreement not to become associated with a competitor of Exclusive-Or (XOR) Labs Pvt. Ltd. for a specified period after the end of employment with Exclusive-Or (XOR) Labs Pvt. Ltd.

- The following confirms our arrangements regarding your employment with Exclusive-Or (XOR) Labs Pvt. Ltd.:
- Start Date: 05 July 2022
- Total CTC: **INR 3,50,000** per annum, this will be disbursed in accordance with the prevailing standard compensation plan of the company. You will also be eligible for Exclusive-Or (XOR) Labs Pvt. Ltd. Bonus Program based on your performance and that of the company, at the sole discretion of the management of Exclusive-Or (XOR) Labs Pvt. Ltd. The details of the CTC are mentioned in Annexure A.
- Probation period: 6 months. After the probation period there will be evaluation of your performance on the basis of which the company will either extend the probation period, or confirm your services. Leave entitlement: Leave, holidays and working hours as applicable to your category of employees. However, you shall proceed on Leave(s) for any reason whatsoever, only after prior approval of the company.
- You will be covered under mediclaim insurance policy as applicable in the organization.
- The Company may require you to work in any shift for which you will be informed from time to time.

**RESPONSIBILITIES**

- In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are advised not to engage in activities that have or will have an adverse impact on the reputation / image and business of Exclusive-Or (XOR) Labs Pvt. Ltd., whether directly or indirectly.
- In connection with your employment and during the term of your employment, you shall disclose and assign to Exclusive-Or (XOR) Labs Pvt. Ltd. as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the Policies of the Company in relation to Intellectual Property and may be required to sign a separate agreement with the company

**CONFIDENTIALITY**

- In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to maintain confidentiality. Therefore, please ensure that you maintain all confidential information as secret and not use or divulge or disclose any such Confidential information except:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

as may be required under obligation of law or as may be required by Exclusive-Or (XOR) Labs Pvt. Ltd. and in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with Exclusive-Or (XOR) Labs Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

#### GENERAL

- We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this Agreement.
- Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- These employment terms supersede and replace any existing agreement or understanding, if any, between Exclusive-Or (XOR) Labs Pvt. Ltd. and you relating to the same subject matter.
- Exclusive-Or (XOR) Labs Pvt. Ltd shall not provide relieving or experience letter in case the employment ceases to exist for less than 6 months
- You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

#### NOTICE PERIOD

Either party may terminate this agreement at any time by giving to the other **three month's** notice or payment in-lieu of. However, the management reserves the right to alter this notice period, depending upon the project situation and mutual understanding. Further, the Company may at its discretion relieve you from such a date as it may deem fit even prior to the expiry of the notice period.

Exclusive-Or (XOR) Labs Pvt. Ltd. is liable to legal action in case the notice period is not served or paid in lieu of. All disputes fall under the jurisdiction of Gautam buddha nagar court.

Exclusive-Or (XOR) Labs Pvt. Ltd. may not provide the experience/relieving letter in case notice period is not served or paid in lieu of.

This in no way limits Exclusive-Or (XOR) Labs Pvt. Ltd.'s right to terminate your employment without notice in the event of serious misconduct. Such circumstances can include but are not limited to; criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to Exclusive-Or (XOR) Labs Pvt. Ltd.'s reputation, etc.

On termination you shall immediately:

- Deliver to Exclusive-Or (XOR) Labs Pvt. Ltd., or as may be directed, all Confidential information; and
- Return to Exclusive-Or (XOR) Labs Pvt. Ltd. all equipment, security keys, and other property belonging to Exclusive-Or (XOR) Labs Pvt. Ltd..

We at Exclusive-Or (XOR) Labs Pvt. Ltd. extend a warm welcome to you and look forward to a mutually beneficial experience. If these arrangements; are as you understand from previous discussion, please indicate your acceptance of this offer letter by signing below and returning it within one week from the date of issuance.

Sincerely,

*Preeti Kapoor*

Preeti Kapoor  
Director – Corporate Culture



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

ACCEPTED BY

**Annexure A**

**Employee Name:** Yashasvi  
**Vashishth**  
**Designation:** Trainee  
**Location:** Greater Noida

Components	FixedGross(Rs.) 27367/month	
	Annual	Monthly
Basic	164196	13683
HRA	82104	6842
Conveyance	19200	1600
Medical Reimbursement	15000	1250
Special Allowance	47904	3992
<b>Total Gross</b>	<b>328404</b>	<b>27367</b>

**Note:**

Take home salary will be net of PF deduction and Income Tax Deductions depending on your savings under various schemes and the house rent paid by you

**CHECKLIST OF DOCUMENTS**

Please submit copy of the documents mentioned below:

- Copy of all academic certificates
- 3 passport size photographs
- Copy of PAN card
- Copy of Passport
- Copy of aadhar card
- Document for residence proof (either Passport or lease document or driving license or aadhar card)



Director  
R.D. Engineering College  
Duhai, Ghaziabad

SESSION (2022-2023)

OFFER LETTER

MBA BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# APOGEE Services Pvt. Ltd.

Under the Brand Name **APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Date: 12-April-2023

**ABHISHT PANDEY**  
Location: Noida

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear ABHISHT PANDEY,

This has reference to the discussion you had with us about joining APEX Services deputed at Accenture Services Pvt. Ltd. We are pleased to make an offer of employment with the Company. Please accept our heartiest congratulations. We welcome you to the APEX Team.

- a. Designation : Supply Chain New Associate  
b. Date of Joining : 17-April-2023  
c. Location of Posting : Noida

The term of your employment shall be valid for period, **17-April-2023** till **17-April-2024**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Please refer to annexure to this letter for details of your CTC and other allowances.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

### 1. Emoluments & Perquisites

Your Salary Compensation will be **Rs 2,40,000/-** Cost to Company (Two lakh forty thousand) Per Annum. The Break-up will have the following Components:

- Basic Pay
- HRA
- Medical Allowance
- Other Allowances
- Bonus

### 2. Working Hours

- Your working hours will be determined by the client
- Client has the discretion to regulate working hours from time to time.

### 3. Leave Policy

- You will be eligible for leaves as per applicability in the state where you are deployed and statutory holidays as per client.
- Leaves can only be availed upon prior approval.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: A-2/30, Vijay Khand, Gombi Nagar, LUCKNOW - 226010 ☎ 0522 - 2302985, 4005475.

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN: U74120UP2014PTC066093

# APOGEE SERVICES PVT. LTD.

Under the Brand Name

**APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

## 4. What we expect from you

We hope that you will devote your full time and attention in carrying out the assigned work activities. Honestly, faithfully and diligently keeping in mind at all times the Company's interest and progress. We expect that you will not engage in or do any other business or render any profession service either on full time or part time basis.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. Approved timesheets should be sent to APEX Services to avoid discrepancy in payroll. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company. On your joining day, we expect you to sign and execute a confidentiality agreement with company.

## 5. Termination

We hope your association with us will be a very long one. However, if Company is to decide, the appointment may be terminated by 15 days' notice. If an employee decides otherwise, One month notice or Client Notice whichever is higher needs to be served if the client is unsatisfied with your performance, client notice period will supersede APEX notice period.

**Two days of unauthorized absenteeism will lead to immediate termination from assignment/ project.**

The appointment is subject to your accepting to abide by the Regulations and Guidelines of the Company. We reserve the right to amend the terms and conditions of this appointment to suit new circumstances. Please sign and return the duplicate of this letter in token of your acceptance of the above terms and conditions, at the same time indicating your date of joining, which shall be no later than **17-April-2023** else treat the offer as withdrawn.

## 6. Miscellaneous

You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

We wish you all the success in your assignment.

For Apogee Services Pvt. Limited

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorized Signatory

Date:-

Read & Accepted by:

Director  
R.D. Engineering College  
Dunoi, Ghaziabad

Signature:-



**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: A-2/30, Vijay Khand, Gornii Nagar, LUCKNOW - 226010. ☎ 0522 - 2302985, 4005475.

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN: U74120UP2014PTC066093

# APOGEE SERVICES PVT. LTD.

Under the Brand Name **APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Annexure - I

Name : ABHISHT PANDEY  
Designation : Supply Chain New Associate  
Date of joining : 17-April-2023

Components	Rs. Per Month	Rs. Per Annum
Basic	15000	180000
HRA	1172	14064
Medical Allowance	0	0
Other Allowance	0	0
Bonus	1000	12000
<b>Gross (A)</b>	<b>17172</b>	<b>206064</b>
<b>Employee Contribution</b>		
PF @ 12 %	1800	21600
ESI @ 0.75% of Gross	129	1584
Professional Tax	0	0
Labour Welfare Fund (LWF)	0	0
<b>Sub Total (B)</b>	<b>1929</b>	<b>23148</b>
<b>Employer's Contribution</b>		
PF @ 13 %	1950	23400
ESI @ 3.23% of Gross	558	6696
Insurance	320	3840
Labor Welfare Fund (LWF)	0	0
<b>Sub Total (C)</b>	<b>2828</b>	<b>33936</b>
<b>Take Home ( A-B )</b>	<b>15243</b>	<b>182961</b>
<b>Cost To Company ( A + C )</b>	<b>20000</b>	<b>240000</b>



For Apogee Services Pvt. Limited

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorized Signatory

Read & Accepted by:

Signature:



Director

R.D. Engineering College  
Duttal, Gurgaon

BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE

CORPORATE Office: A-2/30, Vijay Khand, Gornli Nagar, LUCKNOW - 226010. ☎ 0522 - 2302985 4005475.

e-mail: hr@apexservices.in

www.apexservices.in

CIN U74120UP2014PTC066093





3

**GMI Outsourcing Services Pvt. Ltd.**

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

**Date: Feb 8<sup>th</sup>, 2023**

Aman Aggarwal,

## **SUB: OFFER LETTER**

Dear Aman Aggarwal,

As per our discussions, we are pleased to offer you an appointment in our organization as on mutually agreed terms and conditions.

Your annual CTC would be INR 360000 (Three lakhs sixty thousand). Compensation details are confidential and not to be disclosed to any person other than your immediate manager or undersigned in case you need clarifications. You are requested to join us at the earliest, but not later than Feb 23, 2023. Letter of appointment will be issued on your joining day.

**Note: Offer will be valid only after Background Verification Check & documents verification are satisfied & above CTC shall be applicable only if you join us on or before Feb 23 2023. Any negative BGV check or misstatement on Application Form will result in offer being null & void.**

Please sign and return a copy of this letter as a token of your acceptance of our above offer.

Thanking you,

Yours faithfully,

For GMI Outsourcing Services Pvt. Ltd.

Garima Khosla  
Talent Acquisition



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE

Annual/Monthly CTC Aman Aggarwal		
	Annual	Monthly
Basic	144000	12000
<b>Total Salary (A)</b>	<b>144000</b>	<b>12000</b>
House Rent	72000	6000
Conveyance	28800	2400
Medical Allowances	63120	5260
<b>Allowances (B)</b>	<b>163920</b>	<b>13660</b>
	0	0
	0	0
<b>Gratuity (C)</b>	<b>26400</b>	<b>2200</b>
	0	0
	0	0
	0	0
<b>Gratuity (C)</b>	<b>26400</b>	<b>2200</b>
<b>Total Salary (A+B+C)</b>	<b>334320</b>	<b>27860</b>
Life Insurance	8400	700.00
Contribution to Provident Fund	17280	1440
<b>Benefits (D)</b>	<b>25680</b>	<b>2140</b>
<b>Total (A+B+C+D)</b>	<b>360000</b>	<b>30000</b>

1. Life Insurance is for up to Rs. 100,000/- for family (i.e. Self + Spouse + 2 Kids).

2. Life Insurance is exempted from the taxable salary in accordance with the Income Tax Rules, only on producing the receipts.

3. All the above would have to be confirmed in writing by the company. Income Tax will be deducted from the taxable salary in accordance with the prevailing Income Tax Rules. If you plan to invest or have invested in any financial instruments, you are requested to declare the same in writing at the time of joining and in the April/May of subsequent years, in order to compute the appropriate amount of Tax.

4. The contribution to Provident Fund which is equal to the employer's contribution will be deducted from the gross salary every month.

5. Consulting Services Pvt. Ltd.

Agreed and Accepted

G:

Aman Aggarwal  
Associate Executive



Director  
R.D. Engineering College  
Duhai, Ghaziabad

4



SEOCZAR  
KNOWLEDGE GET SUCCESS

December 6, 2022

**Ms. Anshika Tyagi,**

Address- Town & post Niwari

Vishnu Puri gali no- 1 Modinagar, Ghaziabad

Pin code- 201204

Contact No. 7455897174

**Subject - Offer of Appointment**

Dear **Anshika Tyagi,**

Greetings from **SEOCZAR IT SERVICES PVT. LTD.**

With reference to your Performance (During Internship 06.10.2022 – 05.12.2022) and the subsequent interactions, we would like to appoint you as **HR Executive** of **SEOCZAR IT SERVICES PVT. LTD.** with effect from **December 6, 2022** under the following terms and conditions:

- In case you resign with company, you need to serve a notice period of **1 Month** or will have to pay gross salary for the same duration in lieu of notice period not served.
- Your appointment will be further subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your appointment. In case it comes to the notice of the Management that the Particulars given by you in your appointment were wrong or concealed; your appointment shall be rendered void ab initio and will, therefore, be deemed cancelled automatically without any notice.



*Sumit Sharma*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

SEOCZAR IT SERVICES PVT. LTD.  
HR DEPARTMENT

Sumit Sharma  
(HR Department)

SEOCZAR IT SERVICES PVT. LTD.

SEOCZAR IT SERVICES PVT. LTD.  
knock your success

Mobile : +91 783 875 9114 | Office : 0120 423 8692  
Email : info@seoczar.com | Website : www.seoczar.com  
Address: 1st Floor, A-45, Sector 63 Rd, A-Block,



- Upon your absorption in the employment of the Organization, your services will be governed in accordance with Seoczar IT Services Pvt. Ltd. Conduct, Discipline and Appeal Rules of the Organization (herein after referred to as Code of Conduct). The management reserves its rights to amend its conduct rules from time to time.
- You will devote your time to the service of the organization and will not engage directly or indirectly in any other trade or business or any other work which may interfere with the proper discharge of your duties. Realization of this policy being breached will lead to termination without any notice or obligation.
- You shall be entitled 12 paid leaves per year with prior approval from your reporting manager as per the company policies and the unutilized paid leave will be carried forward to next year with a cap of 12 days and remaining will be considered lapsed.
- You will abide by the discipline of HR policies of Seoczar IT Services Pvt. Ltd. and your performance will be appraised every month by your reporting manager
- You will report to Team Leader, who will assign you the job responsibilities and you will be under the administrative control of the Seoczar IT Services Pvt. Ltd.
- You may be required to attend duties at discretion of the Manager on the Organization declared holidays and Sundays even beyond office hours on exigencies subject to prior notice and your cooperation is expected.
- You cannot claim for permanent absorption in any manner in Seoczar IT Services Pvt. Ltd. and an undertaking is to be given to that effect on the day of your joining.
- Full and Final settlement will be completed and relieving letter issued within 45 days of last working days and complete handover submitted as per company policy.
- If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.
- Please return a duplicate copy of this offer letter with your signature as a token of accepting terms & conditions therein.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

  
SEOCZAR IT SERVICES PVT. LTD.  
HR DEPARTMENT

Sumit Sharma  
(HR Department)

SEOCZAR IT SERVICES PVT. LTD.

**SEOCZAR IT SERVICES PVT. LTD.**  
knack your success

Mobile : +91 783 875 9114 | Office : 0120 423 8692  
Email : [info@seoczar.com](mailto:info@seoczar.com) | Website : [www.seoczar.com](http://www.seoczar.com)  
Address: 1st Floor, A-45, Sector 63 Rd, A-Block,

# APOGEE Services Pvt. Ltd.

Under the Brand Name

**APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Date: 12-April-2023

**ANSHU KUMAR**

Location: Noida

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear ANSHU KUMAR,

This has reference to the discussion you had with us about joining APEX Services deputed at Accenture Services Pvt. Ltd. We are pleased to make an offer of employment with the Company. Please accept our heartiest congratulations. We welcome you to the APEX Team.

- a. **Designation** : Supply Chain New Associate  
b. **Date of Joining** : 17-April-2023  
c. **Location of Posting** : Noida

The term of your employment shall be valid for period, **17-April-2023** till **17-April-2024**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Please refer to annexure to this letter for details of your CTC and other allowances.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

### 1. Emoluments & Perquisites

Your Salary Compensation will be **Rs 2,40,000/-** Cost to Company (Two lakh forty thousand) Per Annum. The Break-up will have the following Components:

- Basic Pay
- HRA
- Medical Allowance
- Other Allowances
- Bonus

### 2. Working Hours

- Your working hours will be determined by the client
- Client has the discretion to regulate working hours from time to time.

### 3. Leave Policy

- You would be eligible for leaves as per applicability in the state where you are deployed and statutory holidays as per client.
- Leaves can only be availed upon prior approval.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010 ☎ 0522 - 2302985, 4005475,

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN: U74120UP2014PTC068093

# APUGEE Services Pvt. Ltd.

Under the Brand Name

## APEX Services™

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

#### 4. What we expect from you

We hope that you will devote your full time and attention in carrying out the assigned work activities. Honestly, faithfully and diligently keeping in mind at all times the Company's interest and progress. We expect that you will not engage in or do any other business or render any profession service either on full time or part time basis.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. Approved timesheets should be sent to APEX Services to avoid discrepancy in payroll. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company. On your joining day, we expect you to sign and execute a confidentiality agreement with company.

#### 5. Termination

We hope your association with us will be a very long one. However, if Company is to decide, the appointment may be terminated by 15 days' notice. If an employee decides otherwise, One month notice or Client Notice whichever is higher needs to be served if the client is unsatisfied with your performance, client notice period will supersede APEX notice period.

**Two days of unauthorized absenteeism will lead to immediate termination from assignment/ project.**

The appointment is subject to your accepting to abide by the Regulations and Guidelines of the Company. We reserve the right to amend the terms and conditions of this appointment to suit new circumstances. Please sign and return the duplicate of this letter in token of your acceptance of the above terms and conditions, at the same time indicating your date of joining, which shall be no later than **17-April-2023** else treat the offer as withdrawn.

#### 6. Miscellaneous

You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

We wish you all the success in your assignment.

For Apogee Services Pvt. Limited

For APEX Services Pvt. Ltd.

Authorized Signatory

Authorized Signatory

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

Read & Accepted by:

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Signature: \_\_\_\_\_

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: A-2/30, Vijay Khand, Gomil Nagar, LUCKNOW - 226010. ☎ . 0522 - 2302985, 4005475.

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN: U74120UP2014PTC066093

# APOGEE Services Pvt. Ltd.

Under the Brand Name **APEX Services™**  
ISO 9001 : 2008 Certified

Outsourcing      Consultancy      Projects      Sourcing      Training

Annexure - I

Name : ANSHU KUMAR  
Designation : Supply Chain New Associate  
Date of joining : 17-April-2023

Components	Rs. Per Month	Rs. Per Annum
Basic	15000	180000
HRA	1172	14064
Medical Allowance	0	0
Other Allowance	0	0
Bonus	1000	12000
<b>Gross (A)</b>	<b>17172</b>	<b>206064</b>
<b>Employee Contribution</b>		
PF @ 12 %	1800	21600
ESI @ 0.75% of Gross	129	1584
Professional Tax	0	0
Labour Welfare Fund (LWF)	0	0
<b>Sub Total (B)</b>	<b>1929</b>	<b>23148</b>
<b>Employer's Contribution</b>		
PF @ 13 %	1950	23400
ESI @ 3.23% of Gross	558	6696
Insurance	320	3840
Labor Welfare Fund (LWF)	0	0
<b>Sub Total (C)</b>	<b>2828</b>	<b>33936</b>
<b>Take Home ( A-B )</b>	<b>15243</b>	<b>182961</b>
<b>Cost To Company ( A + C )</b>	<b>20000</b>	<b>240000</b>

For Apogee Services Pvt. Limited



For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorized Signatory

BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE

Read & Accepted by:

Signature:-

Director  
Engineering College  
K. J. Somaiya  
Mumbai, Maharashtra

CORPORATE Office: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010 ☎ 0522 - 2302985 4005475

e-mail: hr@apexservices.in

www.apexservices.in

CIN: U74120UP2014PTC068093

Date: 7-SEP-2022

Name: Ariba

Appointment Letter

Dear Ariba

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. Date of joining – 22-SEP-22
2. Location – Noida
3. Designation - HR Executive

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the Client and you shall be bound to abide by the same.

**4. Probation**

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unserved notice period. During your probation you will not be entitled for any leaves.

**5. Duty & Working days**

You shall be required to work from Monday to Saturday or as per the roaster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your reporting manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties



in addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

**6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day

**7. Recovery of Assets**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

**8. Service rules, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company's opinion may be harmful or detrimental to the interest of the client or the Company, as the case may be. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

**9. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**10. Background verification and other obligations**

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be engaged by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by us that may engaged by the company for the purposes of conducting your background verification. You further consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been



suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any intimation about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the Company.

#### 11. Annual Leave/Public Holidays

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

#### 12. Retirement

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards,



For ALK Talent Search LLP,

Authorized Signatory



I have read and understood the Appointment letter. I accept all the terms. I also accept that the information accessed by me during the course of my work shall be treated as confidential. Information's shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature :  
Date :  
Place :

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Annexure

Description	Monthly	Annual
Basic	20000	240000
House Rent Allowance	0	0
Special Allowance	0	0
Gross Salary	20000	240000
Performance Linked Incentive (at 100% target achievement)	0	0
TOTAL Gross Salary	20000	240000
Employee Contribution	0	0
PF @ 12 %	0	0
ESIC @ 0.75 %	0	0
Professional Tax	0	0
Take Home	20000	240000
Employer Contribution	0	0
PF @ 12 %	0	0
PF Admin @ 1%	0	0
ESIC @ 3.25%	0	0
Employee Compensation	0	0
Insurance	0	0
CTC	20000	240000



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



7

## SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

### Offer Letter

Dear Arunima Sharma

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227191  
Manager - Operations

SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

## Offer Letter

Dear Arushi Tyagi

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227791  
Manager - Operations

SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

9



CIN U72200TG2008PTC062170

Name (Full): Ashish Yadav

Date: 25<sup>th</sup> October, 2022

Place: Bhopal

Dear Ashish Yadav,  
Congratulations!

Hearty Welcome to Team TRYLOGIC Family...

With reference to your application for employment and interview held on 15/09/2022 and subsequent further rounds of interview discussions had with us, we are glad to offer you the position of "Android Developer Trainer cum MIS" of DDU-GKY Project Bhopal — Madhya Pradesh location, as per the discussion(s) during the interview held on 22nd October 2020 for a career with TRYLOGIC. Company will offer you only (Travel, Medical, Stationary etc.,) including health & life insurance of one lac, which is without any statutory deductions of taxes wherever applicable. However, you will receive the total remuneration/salary Rs. 1.8 Lac (One lac Eighty Thousand) per annum and subject to Performance review, however the detailed salary structure would be shared with you as annexure along with appointment letter, other terms and conditions as follows.

1. Your joining date will be on or before **28/10/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing, provided your certificates verification and reporting formalities must be completed on **28/10/2022**.
2. At the time of joining you need to give commitment of one year employment association with this company through a contract bond and some of your key documents (academic original certificates) will be retained by the organization during this tenure, if you are violating the bond during this tenure you need to pay back the total salary which you have taken from the organization alongside the penalty of dishonor.
3. Your performance will be closely monitored during all the stages. If you have been successful in completing tasks/tests assigned, from the same month onwards you will get salary hike(s).
4. Company pays for performance and contribution and is not liable to pay in the event of non-performance.
5. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.
6. In addition to the same it is mandatory to produce the original documents, failing which joining formalities will not be initiated.
7. Please sign and return to us a duplicate copy of this letter, as a token of your acceptance.

We welcome you to be part of **TEAM TRYLOGIC**, look forward for a long and mutually beneficial association.

For Try logic Soft Solutions (AP) Pvt. Ltd.



**TRY LOGIC SOFT SOLUTIONS AP PRIVATE LIMITED**

(An ISO 9001 : 2008 Certified Company)

Co p. Office : #201 & 202, Bhavana Towers, S.D. Road,  
Secunderabad-500 003, Telangana, India  
Tel: +91 -040-4007 9667  
Email: info@trylogic.in, hr@trylogic.in

RECOGNIZED & ASSOCIATED BY THE FOLLOWING PRESTIGIOUS ORGANIZATIONS



Director  
R.D. Engineering College  
Duhai, Ghaziabad

10



CIN U72200TG2008PTC062170

Name (Full): Ashwani  
Chaudhary

Date: 25<sup>th</sup> October, 2022  
Place: Bhopal

Dear Ashwani Chaudhary,  
Congratulations!

Hearty Welcome to Team TRYLOGIC Family...

With reference to your application for employment and interview held on 15/09/2022 and subsequent further rounds of interview discussions had with us, we are glad to offer you the position of "**Android Developer Trainer cum MIS**" of DDU-GKY Project Bhopal — Madhya Pradesh location, as per the discussion(s) during the interview held on 22nd October 2020 for a career with TRYLOGIC. Company will offer you only (Travel, Medical, Stationary etc.,) including health & life insurance of one lac, which is without any statutory deductions of taxes wherever applicable. However, you will receive the total remuneration/salary Rs. 1.8 Lac (One lac Eighty Thousand) per annum and subject to Performance review, however the detailed salary structure would be shared with you as annexure along with appointment letter, other terms and conditions as follows.

1. Your joining date will be on or before **28/10/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing, provided your certificates verification and reporting formalities must be completed on **28/10/2022**.
2. At the time of joining you need to give commitment of one year employment association with this company through a contract bond and some of your key documents (academic original certificates) will be retained by the organization during this tenure, if you are violating the bond during this tenure you need to pay back the total salary which you have taken from the organization alongside the penalty of dishonor.
3. Your performance will be closely monitored during all the stages. If you have been successful in completing tasks/tests assigned, from the same month onwards you will get salary hike(s).
4. Company pays for performance and contribution and is not liable to pay in the event of non-performance.
5. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.
6. In addition to the same it is mandatory to produce the original documents, failing which joining formalities will not be initiated.
7. Please sign and return to us a duplicate copy of this letter, as a token of your acceptance.

We welcome you to be part of **TEAM TRYLOGIC**, look forward for a long and mutually beneficial association.

For Try logic Soft Solutions (AP) Pvt. Ltd.



### TRY LOGIC SOFT SOLUTIONS AP PRIVATE LIMITED

(An ISO 9001:2008 Certified Company)

Co p. Office : #201 & 202, Bhuvana Towers, S D Road  
Secunderabad-500 003, Telangana India  
Tel: +91 -040-4007 9667  
Email: info@trylogic.in, hrd@trylogic.in

RECOGNIZED & ASSOCIATED BY THE FOLLOWING PRESTIGIOUS ORGANIZATIONS



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



11

## SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

### Offer Letter

Dear Avinash Kumar

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov/2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. . Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227915  
Manager - Operations



SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





12  
mi Outsourcing Services Pvt. Ltd.

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

Date: Feb 8<sup>th</sup>, 2023

Ayush Verma,

## SUB: OFFER LETTER

Dear Ayush Verma,

As per our discussions, we are pleased to offer you an appointment in our organization as on mutually agreed terms and conditions.

Your annual CTC would be INR 360000 (Three lakhs sixty thousand). Compensation details are confidential and not to be disclosed to any person other than your immediate manager or undersigned in case you need clarifications. You are requested to join us at the earliest, but not later than Feb 23, 2023. Letter of appointment will be issued on your joining day.

**Note: Offer will be valid only after Background Verification Check & documents verification are satisfied & above CTC shall be applicable only if you join us on or before Feb 23 2023. Any negative BGV check or misstatement on Application Form will result in offer being null & void.**

Please sign and return a copy of this letter as a token of your acceptance of our above offer.

Thanking you,

Yours faithfully,

For mi Outsourcing Services Pvt. Ltd.

Garima Khosla

Talent Acquisition



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE

Annual/Monthly CTC Ayush Verma		
	Annual	Monthly
<b>Salary:</b>		
Basic	144000	12000
<b>Total Salary (A)</b>	144000	12000
<b>Allowances:</b>		
House Rent	72000	6000
Bonus	28800	2400
Other Allowances	63120	5260
<b>Total Allowances (B)</b>	163920	13660
<b>FBP</b>		
FBP CAR	0	0
FBP DRIVER	0	0
MEAL COUPONS	26400	2200
FBP TELEPHONE	0	0
FBP TECH BOOKS	0	0
LTA	0	0
<b>Total FBP (C)</b>	26400	2200
<b>Total Gross Salary (A+B+C)</b>	334320	27860
<b>Fringe Benefits</b>		
Family Medical Insurance	8400	700.00
Employer Contribution to Provident Fund	17280	1440
<b>Total Fringe Benefit (D)</b>	25680	2140
<b>Total CTC (A+B+C+D)</b>	360000	30000

**Note:**

- 1) Medical Insurance is for up to Rs. 400,000/- for family (i.e. Self + Spouse + 2 Kids).
- 2) HRA will be exempted from the taxable salary in accordance with the Income Tax Rules, only on producing the original rent receipts.
- 3) Any changes to the above would have to be confirmed in writing by the company. Income Tax will be deducted on the taxable salary in accordance with the prevailing Income Tax Rules. If you plan to invest or have invested in any Tax saving instruments, you are requested to declare the same in writing at the time of joining and in the April month of subsequent years, in order to compute the appropriate amount of Tax.
- 4) Employee contribution to Provident Fund which is equal to the employer's contribution will be deducted from the monthly gross salary every month.

ml Outsourcing Services Pvt. Ltd.

Agreed and Accepted

Garima Khosla

Ayush Verma

Associate Executive



Director  
R.D. Engineering College  
Duhai, Ghaziabad



# ASB Automobiles Pvt. Ltd.

13

Head Office: Plot No.- C-1/2, Sec-22, Industrial Area, Meerut Road,  
Ghaziabad - 201009, Phone.: 0120-2807600, 2807676  
Branch Office: 40-A/17, 1st Floor, Site IV, Industrial Area Main Link Road,  
(Near Euro Park) Sahibabad, Ghaziabad - 201010  
Workshop : 54/18, Site-4, Industrial Area, Sahibabad, Ghaziabad-201010 (U.P.)  
E-Mail : kia.gzb@asbkia.in  
CIN NO.: U50100DL2018PTC338043  
GST NO.: 09AARCA0839P1ZX

Date: January, 17<sup>th</sup> 2023

## Offer Letter

Dear Ayushi Tyagi,  
Basantpur Sainthly,  
Muradnagar , Ghaziabad,

Congratulations! We are pleased to confirm that you have been selected to work for **ASB Automobiles Pvt Ltd.** We are delighted to make you the following job offer:

The position we are offering you is that of "Lobby Hostess- Sales" and will be based at **Ghaziabad** with a Gross CTC as mutually agreed. This position reports to [Tara Patwal –AGM CR], or to whom so ever he may designate.

Your date of joining will be on **January 17, 2023**. On joining, please bring the following documents along with you, which are essential for joining at ASB. ( Detailed below ).

After submission of documents, You have to go thru the company Induction / Orientation program.

Please sign the enclosed copy of this letter as a mark of acceptance to indicate that you have acceptance the offer letter.

We look forward to welcoming you at ASB, We are confident that you will be able to make a significant contribution to the success of ASB Automobiles and look forward to working with you.

Sincerely,

For **ASB Automobiles Pvt Ltd,**

  
Head - Human Resources

Accepted by:

Employee Name and Signatures... *Ayushi Tyagi*   
Date: 17/01/23.....

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

### Documents required on the date of joining:

- Copy of Resignation letter accepted by previous employer.
- Copy of educational & experience certificates
- Last Salary Slip
- Copy of Pan and Aadhaar Card
- Medical fitness certificate from MBBS Doctor.
- Copy of Cheque, with Bank name and Account No.
- 4 Passport Size photographs.



Movement that inspires

REGISTERED OFFICE -

806, 8th Floor Eros Apartment 56 Nehru Place, New Delhi-110019



# ASB Automobiles Pvt. Ltd.

Head Office: Plot No.- C-1/2, Sec-22, Industrial Area, Meerut Road,  
Ghaziabad - 201009, Phone.: 0120-2807600, 2807676

Branch Office: 40-A/17, 1st Floor, Site IV, Industrial Area Main Link Road,  
(Near Euro Park) Sahibabad, Ghaziabad - 201010

Workshop : 54/18, Site-4, Industrial Area, Sahibabad, Ghaziabad-201010 (U.P)

E-Mail : kia.gzb@asbkia.in

CIN NO.: U50100DL2018PTC336043

GST NO.: 09AARCA0839P1ZX



## APPOINTMENT LETTER

Ms. Ayushi Tyagi,  
Basantpur Sainthly,  
Muradnagar , Ghaziabad,

17.01.2023

Dear Ayushi,

With reference to our offer letter dated 17<sup>th</sup> January '23 and your acceptance thereof, we are pleased to offer you employment in "ASB Automobiles Pvt Ltd" under the following terms and conditions.

### 1. Engagement:

- You will be employed in the capacity of "Lobby Hostess- Sales" Your place of posting will be **Ghaziabad** & you will be reporting to [Tara Patwal –AGM CR]. Your duties and responsibilities will be set out in a job description.
- Your designation is merely indicative of the responsibilities, which you are required to carry out.
- However, the company reserves the right to transfer you to any location or center where we have operations. Based on business needs at that point of time your services are transferable to any other department within the company as well as to any of our affiliated companies.
- The Company also reserves the right to make change to any of your terms of employment, which will be communicated to you in writing.

### 2. Commencement:

- Your effective date of employment with the company is 17<sup>th</sup> Jan'2023

### 3. Remuneration:

- Your commencing CTC Per Month will be Rs.15000/- ( Fifteen Thousand Only).

### 4. Probation Period:

- You will be on a probation period of 3 months which is extendable to a period of another 3 months.

A.P.



  
Director  
R.D. Engineering College  
Duha, Ghaziabad

Movement that inspires

REGISTERED OFFICE -

806, 8th Floor Eros Apartment 56 Nehru Place, New Delhi-110019

- b. Based on your performance at the end of your probation period you will be either confirmed as a permanent employee of the organization or the company may decide to extend your probation for a further period of 3 months.
- c. The decision to confirm your employment or extend your probation shall be in the sole discretion of the company.
- d. During your probation period however, the company reserves the right to terminate your services at any time without giving any notice.

**5. Resignation/ Termination from Service:**

- a. The Company reserves the right to terminate the employee's service/ employment at any time without notice or payment in case he/she is found guilty of illegal activity, misbehaviour, misconduct, wilfully breaching or habitually neglecting the duties that are required to perform under the agreement. The company may, at company's discretion consistent with the provisions laid above hereof, terminate the agreement by giving written notice of termination to Employee.
- b. If Employee becomes permanently disabled because of sickness, physical or mental disability, or any other reason, so that it reasonably appears that Employee is unable to complete Employee's duties under the agreement, company shall have the option to terminate the agreement immediately by giving written notice of termination to Employee.
- c. During the probation period, the Employee may terminate the agreement at any time by providing a notice period of 15 days in the event of his resigning from the services of the company. However, the notice period will be 30 days after confirmation. Further, this employment can be terminated by giving either a 30 days notice or 30 days salary in lieu of notice, during the period of employment.
- d. Employee's resignation will become effective only when the Management accepts the same. An employee shall not have the option to withdraw the resignation after it is accepted, unless the management decides to do so at its own choosing.
- e. During the life of the contract, and any renewal hereof, company shall give Employee a notice of unsatisfactory performance and provide Employee with an opportunity to correct such inadequacies in performance within 30 days of said notification. Company need not provide Employee with such opportunity to correct where the unsatisfactory performance is a result of Employee's dishonesty. Company shall attempt to provide monthly reviews of Employee's performance, but in no event shall such reviews be provided on less than a quarterly basis.



  
 Director  
 R.D. Engineering College  
 Dural, Ghaziabad

**13. Reference Check:**

- a. Your appointment/ confirmation will be subject to the completion of a background investigation and a reference check to the absolute satisfaction of the company.
- b. If the facts mentioned in Employee's application for employment are found to be false, employment at the option of the management shall be terminated immediately.

**14. Retirement:**

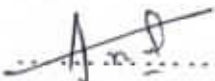
- a. The retirement age for all employees is 58 years
- b. For determination of age, the details in the documents furnished by you and verified by the Company at the time of joining, will be deemed to be final and binding.

As a token of your acceptance of the above terms and conditions, you are requested to sign a copy of this letter and return to us.

Wish you a long and enjoyable career with ASB Automobiles Pvt Ltd

Yours sincerely

For ASB Automobiles Pvt Ltd



.....  
Anil Gagroo

Corp-Head (HR)



Confirmed and accepted by



.....  
Ayushi Tyagi

  
Director  
R.D. Engineering College  
Duhai, Gnaziabad

# APOGEE Services Pvt. Ltd.

Under the Brand Name

## APEX Services™

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Date: 12-April-2023

CHIRAG JAIN

Location: Noida

STRICTLY PRIVATE & CONFIDENTIAL

Dear CHIRAG JAIN,

This has reference to the discussion you had with us about joining APEX Services deputed at Accenture Services Pvt. Ltd. We are pleased to make an offer of employment with the Company. Please accept our heartiest congratulations. We welcome you to the APEX Team.

- a. Designation : Supply Chain New Associate  
b. Date of Joining : 17-April-2023  
c. Location of Posting : Noida

The term of your employment shall be valid for period, **17-April-2023** till **17-April-2024**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Please refer to annexure to this letter for details of your CTC and other allowances.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

### 1. Emoluments & Perquisites

Your Salary Compensation will be **Rs 2,40,000/-** Cost to Company (Two lakh forty thousand) Per Annum. The Break-up will have the following Components:

- Basic Pay
- HRA
- Medical Allowance
- Other Allowances
- Bonus

### 2. Working Hours

- Your working hours will be determined by the client
- Client has the discretion to regulate working hours from time to time.

### 3. Leave Policy

- You would be eligible for leaves as per applicability in the state where you are deployed and statutory holidays as per client.
- Leaves can only be availed upon prior approval.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE

CORPORATE Office: A-230, Vijay Khand, Gomti Nagar, LUCKNOW - 226010. ☎ : 0522 - 2302985, 4005475

e-mail: hr@apexservices.in

www.apexservices.in

CIN: U74120UP2014PTC066093

# APOGEE Services Pvt. Ltd.

Under the Brand Name **APEX Services™**  
ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

## 4. What we expect from you

We hope that you will devote your full time and attention in carrying out the assigned work activities. Honestly, faithfully and diligently keeping in mind at all times the Company's interest and progress. We expect that you will not engage in or do any other business or render any profession service either on full time or part time basis.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. Approved timesheets should be sent to APEX Services to avoid discrepancy in payroll. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company. On your joining day, we expect you to sign and execute a confidentiality agreement with company.

## 5. Termination

We hope your association with us will be a very long one. However, if Company is to decide, the appointment may be terminated by 15 days' notice. If an employee decides otherwise, One month notice or Client Notice whichever is higher needs to be served if the client is unsatisfied with your performance, client notice period will supersede APEX notice period.

**Two days of unauthorized absenteeism will lead to immediate termination from assignment/ project.**

The appointment is subject to your accepting to abide by the Regulations and Guidelines of the Company. We reserve the right to amend the terms and conditions of this appointment to suit new circumstances. Please sign and return the duplicate of this letter in token of your acceptance of the above terms and conditions, at the same time indicating your date of joining, which shall be no later than **17-April-2023** else treat the offer as withdrawn.

## 6. Miscellaneous

You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

We wish you all the success in your assignment.

For Apogee Services Pvt. Limited

**For APOGEE Services Pvt. Ltd.**

Authorized Signatory   
**Authorised Signatory**

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

Read & Accepted by:

  
Director  
R. D. Engineering College  
Duhai, Ghaziabad

Signature:- \_\_\_\_\_

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE OFFICE: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010 ☎ 0522 - 2302985, 4005475  
e-mail: hr@apexservices.in www.apexservices.in CIN: U74120UP2014PTC066093





# APOGEE Services Pvt. Ltd.

Under the Brand Name **APEX Services™**  
ISO 9001 : 2008 Certified

Outsourcing      Consultancy      Projects      Sourcing      Training

Annexure - I

Name : CHIRAG JAIN  
Designation : Supply Chain New Associate  
Date of joining : 17-April-2023

Components	Rs. Per Month	Rs. Per Annum
Basic	15000	180000
HRA	1172	14064
Medical Allowance	0	0
Other Allowance	0	0
Bonus	1000	12000
<b>Gross (A)</b>	<b>17172</b>	<b>206064</b>
<b>Employee Contribution</b>		
PF @ 12 %	1800	21600
ESI @ 0.75% of Gross	129	1584
Professional Tax	0	0
Labour Welfare Fund (LWF)	0	0
<b>Sub Total (B)</b>	<b>1929</b>	<b>23148</b>
<b>Employer's Contribution</b>		
PF @ 13 %	1950	23400
ESI @ 3.23% of Gross	558	6696
Insurance	320	3840
Labor Welfare Fund (LWF)	0	0
<b>Sub Total (C)</b>	<b>2828</b>	<b>33936</b>
<b>Take Home ( A-B )</b>	<b>15243</b>	<b>182961</b>
<b>Cost To Company ( A + C )</b>	<b>20000</b>	<b>240000</b>

For Apogee Services Pvt. Limited

Read & Accepted by:


For APOGEE Services Pvt. Ltd.

Authorized Signatory 

  
Director  
R.D. Engineering College  
Signature: Duhai Ghaziabad

Authorised Signatory \_\_\_\_\_

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office:  Hand. Gomti Nagar, LUCKNOW - 226010 ☎ : 0522 - 2302985 4005475  
e-mail: hr@apogeeservices.in www.apexservices.in CIN: U74120UP2014PTC066093

Date: 7-SEP-2022

Name: Dinesh Kumar

Appointment Letter

Dear Dinesh Kumar

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. Date of joining – 22-SEP-22
2. Location – Noida
3. Designation - HR Executive

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the Client and you shall be bound to abide by the same.

**4. Probation**

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unserved notice period. During your probation you will not be entitled for any leaves.

**5. Duty & Working days**

You shall be required to work from Monday to Saturday or as per the roster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your reporting manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties



R.D. Engineering College  
Duha, Ghaziabad

in addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

**6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day

**7. Recovery of Assets**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

**8. Service rules, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company's opinion may be harmful or detrimental to the interest of the client or the Company, as the case may be. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

**9. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**10. Background verification and other obligations**

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be engaged by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by us that may engaged by the company for the purposes of conducting your background verification and you hereby consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been



suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any intimation about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the Company.

**11. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

**12. Retirement**

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards,



For ALK Talent Search LLP,

Authorized Signatory

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information accessed by me during the course of my work shall be treated as confidential. Information's shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature :  
Date :  
Place :

  
Director  
R.D. Engineering College  
Duha, Ghaziabad

Annexure

Description	Monthly	Annual
Basic	20000	240000
House Rent Allowance	0	0
Special Allowance	0	0
Gross Salary	20000	240000
Performance Linked Incentive (at 100% target achievement)	0	0
TOTAL Gross Salary	20000	240000
Employee Contribution	0	0
PF @ 12 %	0	0
ESIC @ 0.75 %	0	0
Professional Tax	0	0
Take Home	20000	240000
Employer Contribution	0	0
PF @ 12 %	0	0
PF Admin @ 1%	0	0
ESIC @ 3.25%	0	0
Employee Compensation	0	0
Insurance	0	0
CTC	20000	240000



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

12:16 PM | 11.5KB/s

17

54



Gurmeet.kumar Gur... 24/9/2021

to Anjali, Kasturi, Milan, Aanc...



I accept the offer.

And thanx for give me the best opportunities

Hide quoted text

On Fri, 24 Sep, 2021, 4:59 pm Anjali Pandey,  
<anjali.pandey@digitalwebsolutions.in> wrote:  
Hi Gurmeet,

We are pleased to offer you the position of Consultant  
SEO Executive with **Digital Web Solutions Pvt Ltd.**

Remuneration : **Rs 23334/-**for a month's work

Workings Days- Monday to Friday + Alternate Sat  
Off - Sundays & (1st & 3rd ) Saturdays  
(Working days can be changed depends on work  
requirement)

The details of your joining process are:

1) JOINING DETAILS:

**Date:** 27th Sep 2021 ( Monday)

**Reporting Time-** 9:30 am

**Location:** Noida phase 2,NSEZ



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



18



CIN U72200TG2008PTC062170

Name (Full): Harsh Agarwal

Date: 25<sup>th</sup> October, 2022  
Place: Bhopal

Dear Harsh Agarwal,  
Congratulations!

Hearty Welcome to Team TRYLOGIC Family...

With reference to your application for employment and interview held on 15/09/2022 and subsequent further rounds of interview discussions had with us, we are glad to offer you the position of "**Android Developer Trainer cum MIS**" of DDU-GKY Project Bhopal — Madhya Pradesh location, as per the discussion(s) during the interview held on 22nd October 2020 for a career with TRYLOGIC. Company will offer you only (Travel, Medical, Stationary etc..) including health & life insurance of one lac, which is without any statutory deductions of taxes wherever applicable. However, you will receive the total remuneration/salary Rs. 1.8 Lac (One lac Eighty Thousand) per annum and subject to Performance review, however the detailed salary structure would be shared with you as annexure along with appointment letter, other terms and conditions as follows.

1. Your joining date will be on or before **28/10/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing, provided your certificates verification and reporting formalities must be completed on **28/10/2022**.
2. At the time of joining you need to give commitment of one year employment association with this company through a contract bond and some of your key documents (academic original certificates) will be retained by the organization during this tenure, if you are violating the bond during this tenure you need to pay back the total salary which you have taken from the organization alongside the penalty of dishonor.
3. Your performance will be closely monitored during all the stages. If you have been successful in completing tasks/tests assigned, from the same month onwards you will get salary hike(s).
4. Company pays for performance and contribution and is not liable to pay in the event of non-performance.
5. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.
6. In addition to the same it is mandatory to produce the original documents, failing which joining formalities will not be initiated.
7. Please sign and return to us a duplicate copy of this letter, as a token of your acceptance.

We welcome you to be part of **TEAM TRYLOGIC**, look forward for a long and mutually beneficial association.

For Try logic Soft Solutions (AP) Pvt. Ltd.



### TRY LOGIC SOFT SOLUTIONS AP PRIVATE LIMITED

An ISO 9001:2008 Certified Company

Co p. Office : #201 & 202, Bhuvana Towers, S D. Road  
Secunderabad-500 003, Telangana, India  
Tel: +91 -040-4007 9667  
Email: info@trylogic.in, hr@trylogic.in

RECOGNIZED & ASSOCIATED BY THE FOLLOWING PRESTIGIOUS ORGANIZATIONS



Director  
R.D. Engineering College  
Duhai, Ghaziabad

# GlobalLogic

A Hitachi Group Company

Date : 03-Feb-2022

Harsh Vardhan

Hno. 200, Gali no. 04, Brij Vihar Colony, Muradnagar, Ghaziabad, Pincode: 201206

Dear Harsh,

**Subject: Offer of Employment with GlobalLogic Technologies Private Ltd.**

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Associate Analyst, Content Engineering (CE02)** at GlobalLogic Technologies Private Limited (hereinafter "GlobalLogic" or "Company"). You will be based in and work from Gurgaon however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be **07-Feb-2022**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You will be initially placed on probation for a period of three (3) months and the said period can be extended at the sole discretion of GlobalLogic. On the expiry of the period of probation or extended period (which can be extended upto a maximum tenure not exceeding one year) of probation as applicable, if your services are not confirmed, you will receive an email mentioning the same. And in case you do not receive any such email after 3 Months (or the extended period, if applicable), your employment shall be deemed to be automatically confirmed.
3. You shall be required to work for 9 hours in any shift (including night shift and lunch break) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply.
4. At the time of tendering resignation you shall be required to give one months notice in writing. Your services in the company shall be terminable by giving one months notice or Basic salary in lieu thereof as per discretion of the management. Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company
5. This offer letter is subject to further conditions that:

Mailing | ASIF Insignia SEZ Pvt. Ltd.  
Grand Canyon Building, 12th floor  
Block DISE, Off Gurgaon-Faridkot  
Road, Tehsil Solana, Gurgaon  
Gurgaon, Haryana

Registered | 8th floor, Block 1  
DLF Cyber city, Hyderabad,  
Telangana 500018  
Phone | 91 40 6941 9900

Phone | 91 24 78 9900

Web | [www.globallogic.com](http://www.globallogic.com)  
Mail | [info@globallogic.com](mailto:info@globallogic.com)

Company Registration Number | U72200TG2006PTC067900  
GlobalLogic Technologies Private  
Limited (Previously known as  
GlobalLogic Technologies  
Limited)



Director  
R.D. Engineering College  
Duhai, Ghaziabad



# GlobalLogic<sup>®</sup>

A Hitachi Group Company

- a) Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
  - b) Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
  - c) We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
  - d) This offer is valid up to **subject to your joining GlobalLogic on or before the given joining date.**
6. Your confidentiality obligations are as detailed below:
- a) You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information".
  - b) This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.
  - c) This clause is not intended to prevent you disclosing information required by or allowed by law.
  - d) This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company

  
Mailing: 407, Megha SEZ Pvt. Ltd  
Grand Canyon Building, 10th Floor,  
Block D&E, Off Gurgaon-Faridabad  
Road, Sector 16, Gurgaon, Haryana  
Gurgaon, Haryana - 122003

  
Registered: 207, New Road,  
207 Cyber City, Hyderabad,  
Telangana 500019  
Phone: 01 4063419000

  
Phone: 011-2636 75000

  
Web: [www.globallogic.com](http://www.globallogic.com)  
Mail: [info@globallogic.com](mailto:info@globallogic.com)

  
GlobalLogic Technologies Private  
Limited (Previously known as  
GlobalLogic Technologies  
Limited)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# GlobalLogic<sup>®</sup>

A Hitachi Group Company

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be **HR SPOC at Gurgaon location**. You are requested to report to our office situated at (GlobalLogic Technologies Private Limited, ASF Insignia SEZ Pvt. Ltd, Grand Canyon Building, 12th Floor, Block D&E, Off Gurgaon Faridabad Road, Tehsil Sohna, Gwal Pahari, Gurugram, Haryana 122003, India) at 10:00 am.

For GlobalLogic Technologies Private Ltd.



**Padmini Giri**  
Associate Vice President, People Development

## OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on 07-Feb-2022.

Date: 30/Jan/2022

Signature:

  
(Harsh Vardhan)  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

  
Head Office: ASF Insignia SEZ Pvt. Ltd.  
Grand Canyon Building, 12th Floor,  
Block D&E, Off Gurgaon Faridabad  
Road, Tehsil Sohna, Gwal Pahari,  
Gurugram/Haryana - 122003

  
Regional Office: South Zone  
DLF Cyber City, Hyderabad,  
Telangana 500081  
Phone: 011-4333139900

  
Phone: 011-4333139900

  
Web: [www.globallogic.com](http://www.globallogic.com)  
Mail: [hr@globallogic.com](mailto:hr@globallogic.com)

  
GlobalLogic Technologies Private  
Limited (Previously known as  
GlobalLogic Technologies  
Limited)

# GlobalLogic

A Hitachi Group Company

2/3/2022

Harsh Vardhan

Hno. 200, Gali no. 04, Brij Vihar Colony, Muradnagar, Ghaziabad, Pincode: 201206

Dear Harsh,

Ref: Offer Letter dated 2/3/2022

You have been offered a position of **Associate Analyst, Content Engineering** vide an Offer Letter dated 2/3/2022 and your date of joining with GlobalLogic Technologies Private Limited ("**GlobalLogic/ Company**") was stated to be **2/7/2022**.

Due to extraordinary situation prevailing in the Country because of the pandemic of Covid-19, we will be facilitating your joining remotely with the Company. However please note that this joining will be subject to following conditions and to your reporting and physical document verification at the GlobalLogic Office as and when specified and communicated to you by the Company at a later date.

The following are the conditions for your remote joining:

1. As you would be joining the Company remotely we would be implementing the standard joining protocols once you physically report to the Company office. For this remote joining, you have to submit copies of all the requisite documents by email or any other medium as specified. Originals of the same shall be verified later.
2. Your remote joining to the company is subject to all applicable laws including but not exclusive of The Employees' Provident Funds Scheme, 1952 and any other labour laws, regulations or guidelines and directions.
3. Where there is a dispute by any Authority with regard to your date of joining the Company, the Authority shall have the final right to determine such date of joining.
4. You will be issued an Appointment Letter after you physically report and complete the standard joining formalities of the Company. The terms and conditions set out in the Appointment Letter shall override this joining letter.

You may be issued Company asset (for example: Laptop, Dongle, USB Drive or any other such device or effect), you shall take care of the same as if it was your own. You shall be held liable for any damage or loss of the Company Asset/ property and the same may be deducted from your payables from the Company.

5. You will be expected to conform with all joining formalities and standard protocols once you physically report to the Company. However all applicable policies and processes shall become effective on you once you complete this remote joining processes. You may connect with your team, Manager or your HR contact to get more details about such polices and processes.
6. You will adhere to all applicable IT Security Guidelines as set out by the Company. If you need any assistance in this regard you may contact the following [madhu.tiwari@globallogic.com](mailto:madhu.tiwari@globallogic.com) or [vishal.arora11@globallogic.com](mailto:vishal.arora11@globallogic.com)
7. You will also be subject to the standard Non-Disclosure Agreement (NDA) and confidentiality obligations of the Company. A link for this NDA shall be shared with you. Your remote joining will be conditional to the acceptance of this NDA.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

  
Mailing | ASF Insignia SEZ Pvt. Ltd,  
Grand Canyon Building, 12th floor,  
Block D&E, Off Gurgaon-Faridabad  
Road, Tehsil Sohna, Gwal Pahari,  
Gurgaon, Haryana - 122005

  
Registered | 6th Floor, Block 1,  
DLF Cyber city, Hyderabad,  
Telangana 500019  
Phone | 91.40.6141.9900

  
Phone | 9124.78.8600

  
Web | [www.globallogic.com](http://www.globallogic.com)  
Mail | [info@globallogic.com](mailto:info@globallogic.com)

  
CIN | U72200TG2006PTC067980  
GlobalLogic Technologies Private  
Limited (Previously known as  
GlobalLogic Technologies  
Private Ltd)

# GlobalLogic

A Hitachi Group Company

Looking forward to a mutually beneficial association with you.

Cordially,

Vishal  
GlobalLogic Technologies Pvt Ltd

### Undertaking:

I have read and understood the above terms and conditions of this remote joining letter and I agree that if I am unable to physically report or pass the document verification check at the time of my physical reporting, the Company reserves a right to terminate my employment forth with.

I agree to remotely join the Company on **2/7/2022** and will physically report to the Company premises as and when informed by the Company officials.

Date: 30-Jan-2022  
Signature: Hansh Dorelben



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Mailing | ADF Insignia SEZ Pvt. Ltd.  
Grand Canyon Building, 10th floor,  
Block D5E, Off Gurgaon-Faridabad  
Road, Tehsil Sohna, Gwal Pahari,  
Faridkot, Haryana - 151025



Registered | 6th floor, Block 1,  
DLF Cyber city, Hyderabad,  
Telangana 500016  
Phone | 014061419900



Phone | 91124792600



Web | [www.globallogic.com](http://www.globallogic.com)  
Mail | [info@globallogic.com](mailto:info@globallogic.com)



CIN | U72200TG2006PTC007980  
GlobalLogic Technologies Private  
Limited (Previously known as  
GlobalLogic Technologies  
Private Ltd)

201



CIN U72200TG2008PTC062170

Name (Full): Jyoti Kumari

Date: 25<sup>th</sup> October, 2022  
Place: Bhopal

Dear Jyoti Kumari,  
Congratulations!

Hearty Welcome to Team TRYLOGIC Family...

With reference to your application for employment and Interview held on 15/09/2022 and subsequent further rounds of interview discussions had with us, we are glad to offer you the position of "Android Developer Trainer cum MIS" of DDU-GKY Project Bhopal — Madhya Pradesh location, as per the discussion(s) during the interview held on 22nd October 2020 for a career with TRYLOGIC. Company will offer you only (Travel, Medical, Stationary etc.) including health & life insurance of one lac, which is without any statutory deductions of taxes wherever applicable. However, you will receive the total remuneration/salary Rs. 1.8 Lac (One lac Eighty Thousand) per annum and subject to Performance review, however the detailed salary structure would be shared with you as annexure along with appointment letter, other terms and conditions as follows.

1. Your joining date will be on or before **28/10/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing, provided your certificates verification and reporting formalities must be completed on **28/10/2022**.
2. At the time of joining you need to give commitment of one year employment association with this company through a contract bond and some of your key documents (academic original certificates) will be retained by the organization during this tenure, if you are violating the bond during this tenure you need to pay back the total salary which you have taken from the organization alongside the penalty of dishonor.
3. Your performance will be closely monitored during all the stages. If you have been successful in completing tasks/tests assigned, from the same month onwards you will get salary hike(s).
4. Company pays for performance and contribution and is not liable to pay in the event of non-performance.
5. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.
6. In addition to the same it is mandatory to produce the original documents, failing which joining formalities will not be initiated.
7. Please sign and return to us a duplicate copy of this letter, as a token of your acceptance.

We welcome you to be part of **TEAM TRYLOGIC**, look forward for a long and mutually beneficial association.

For Try logic Soft Solutions (AP) Pvt. Ltd.



**TRY LOGIC SOFT SOLUTIONS AP PRIVATE LIMITED**

(An ISO 9001 : 2008 Certified Company)

Co. p. Office : #201 & 202, Bhuvana Towers, S D Road  
Secunderabad-500 003, Telangana, India  
Tel: +91 -040-4007 9967  
Email: info@trylogic.in, hr@trylogic.in

RECOGNIZED & ASSOCIATED BY THE FOLLOWING PRESTIGIOUS ORGANIZATIONS



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



21

# ml Outsourcing Services Pvt. Ltd.

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

Date: Feb 8<sup>th</sup>, 2023

Kajal Pal,

## SUB: OFFER LETTER

Dear Kajal Pal,

As per our discussions, we are pleased to offer you an appointment in our organization as on mutually agreed terms and conditions.

Your annual CTC would be INR 360000 (Three lakhs sixty thousand). Compensation details are confidential and not to be disclosed to any person other than your immediate manager or undersigned in case you need clarifications. You are requested to join us at the earliest, but not later than Feb 23, 2023. Letter of appointment will be issued on your joining day.

**Note: Offer will be valid only after Background Verification Check & documents verification are satisfied & above CTC shall be applicable only if you join us on or before Feb 23 2023. Any negative BGV check or misstatement on Application Form will result in offer being null & void.**

Please sign and return a copy of this letter as a token of your acceptance of our above offer.

Thanking you,

Yours faithfully,

For ml Outsourcing Services Pvt. Ltd.

Garima Khosla  
Talent Acquisition



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## ANNEXURE

Annual/Monthly CTC Kajal Pal		
	Annual	Monthly
<b>Salary:</b>		
Basic	144000	12000
<b>Total Salary (A)</b>	<b>144000</b>	<b>12000</b>
<b>Allowances:</b>		
House Rent	72000	6000
Bonus	28800	2400
Other Allowances	63120	5260
<b>Total Allowances (B)</b>	<b>163920</b>	<b>13660</b>
<b>FBP</b>		
FBP CAR	0	0
FBP DRIVER	0	0
MEAL COUPONS	26400	2200
FBP TELEPHONE	0	0
FBP TECH BOOKS	0	0
LTA	0	0
<b>Total FBP (C)</b>	<b>26400</b>	<b>2200</b>
<b>Total Gross Salary (A+B+C)</b>	<b>334320</b>	<b>27860</b>
<b>Fringe Benefits</b>		
Family Medical Insurance	8400	700.00
Employer Contribution to Provident Fund	17280	1440
<b>Total Fringe Benefit (D)</b>	<b>25680</b>	<b>2140</b>
<b>Total CTC (A+B+C+D)</b>	<b>360000</b>	<b>30000</b>

**Note:**

- 1) Medical Insurance is for up to Rs. 400,000/- for family (i.e. Self + Spouse + 2 Kids).
- 2) HRA will be exempted from the taxable salary in accordance with the Income Tax Rules, only on producing the original rent receipts.
- 3) Any changes to the above would have to be confirmed in writing by the company. Income Tax will be deducted on the taxable salary in accordance with the prevailing Income Tax Rules. If you plan to invest or have invested in any Tax saving instruments, you are requested to declare the same in writing at the time of joining and in the April month of subsequent years, in order to compute the appropriate amount of Tax.
- 4) Employee contribution to Provident Fund which is equal to the employer's contribution will be deducted from the monthly gross salary every month.

ml Outsourcing Services Pvt. Ltd.

Agreed and Accepted

Garima Khosla

Kajal Pal

Associate Executive



Director  
R.D. Engineering College  
Duhai, Ghaziabad

# APOGEE Services Pvt. Ltd.

Under the Brand Name

## APEX Services™

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Date: 12-April-2023

**KARISHMA**

Location: Noida

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear KARISHMA,

This has reference to the discussion you had with us about joining APEX Services deputed at Accenture Services Pvt Ltd. We are pleased to make an offer of employment with the Company. Please accept our heartiest congratulations We welcome you to the APEX Team.

- a. Designation : Supply Chain New Associate  
b. Date of Joining : 17-April-2023  
c. Location of Posting : Noida

The term of your employment shall be valid for period, 17-April-2023 till 17-April-2024. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Please refer to annexure to this letter for details of your CTC and other allowances.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

### 1. Emoluments& Perquisites

Your Salary Compensation will be **Rs 2,40,000/-** Cost to Company (Two lakh forty thousand) Per Annum. The Break-up will have the following Components:

- Basic Pay
- HRA
- Medical Allowance
- Other Allowances
- Bonus

### 2. Working Hours

- Your working hours will be determined by the client
- Client has the discretion to regulate working hours from time to time.

### 3. Leave Policy

- You would be eligible for leaves as per applicability in the state where you are deployed and statutory holidays as per client.
- Leaves can only be availed upon prior approval.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: A-2/30, Vjay Khand, Gombi Nagar, LUCKNOW - 226010. ☎ 0522 - 2302985, 4005475.

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN U74120UP2014PTC066093



# APOGEE Services Pvt. Ltd.

Under the Brand Name

## APEX Services™

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

#### 4. What we expect from you

We hope that you will devote your full time and attention in carrying out the assigned work activities. Honestly, faithfully and diligently keeping in mind at all times the Company's interest and progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. Approved timesheets should be sent to APEX Services to avoid discrepancy in payroll. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company. On your joining day, we expect you to sign and execute a confidentiality agreement with company.

#### 5. Termination

We hope your association with us will be a very long one. However, if Company is to decide, the appointment may be terminated by 15 days' notice. If an employee decides otherwise, One month notice or Client Notice whichever is higher needs to be served if the client is unsatisfied with your performance, client notice period will supersede APEX notice period.

Two days of unauthorized absenteeism will lead to immediate termination from assignment/ project.

The appointment is subject to your accepting to abide by the Regulations and Guidelines of the Company. We reserve the right to amend the terms and conditions of this appointment to suit new circumstances. Please sign and return the duplicate of this letter in token of your acceptance of the above terms and conditions, at the same time indicating your date of joining, which shall be no later than **17-April-2023** else treat the offer as withdrawn.

#### 6. Miscellaneous

You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

We wish you all the success in your assignment.

For Apogee Services Pvt. Limited

Read & Accepted by:

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorised Signatory

Date:-

Signature:-

BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE

CORPORATE OFFICE: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010 ☎ 0522-2302985-4005475  
e-mail: [hr@apexservices.in](mailto:hr@apexservices.in) [www.apexservices.in](http://www.apexservices.in) CIN: U74120UP2014PTC068093



Director  
R.D. Engineering College  
Duhai, Ghaziabad

# APOGEE SERVICES PVT. LTD.

Under the Brand Name

**APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Annexure - I

Name : KARISHMA  
Designation : Supply Chain New Associate  
Date of joining : 17-April-2023

Components	Rs. Per Month	Rs. Per Annum
Basic	15000	180000
HRA	1172	14064
Medical Allowance	0	0
Other Allowance	0	0
Bonus	1000	12000
<b>Gross (A)</b>	<b>17172</b>	<b>206064</b>
Employee Contribution		
PF @ 12 %	1800	21600
ESI @ 0.75% of Gross	129	1584
Professional Tax	0	0
Labour Welfare Fund (LWF)	0	0
<b>Sub Total (B)</b>	<b>1929</b>	<b>23148</b>
Employer's Contribution		
PF @ 13 %	1950	23400
ESI @ 3.23% of Gross	558	6696
Insurance	320	3840
Labor Welfare Fund (LWF)	0	0
<b>Sub Total (C)</b>	<b>2828</b>	<b>33936</b>
<b>Take Home ( A-B )</b>	<b>15243</b>	<b>182961</b>
<b>Cost To Company ( A + C )</b>	<b>20000</b>	<b>240000</b>

For Apogee Services Pvt. Limited

Read & Accepted by:

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Signature: \_\_\_\_\_

Authorised Signatory

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE OFFICE: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010 ☎ 0522-2302985, 4005475

e-mail: hr@apexservices.in

www.apexservices.in

CIN: U74120UP2011-4PTC000013  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



241



CIN U72200TG2008PTC062170

Name (Full): KM Kiran

Date: 25<sup>th</sup> October, 2022  
Place: Bhopal

Dear KM Kiran,  
Congratulations!

Hearty Welcome to Team TRYLOGIC Family...

With reference to your application for employment and Interview held on 15/09/2022 and subsequent further rounds of interview discussions had with us, we are glad to offer you the position of **"Android Developer Trainer cum MIS"** of DDU-GKY Project Bhopal — Madhya Pradesh location, as per the discussion(s) during the interview held on 22nd October 2020 for a career with TRYLOGIC. Company will offer you only (Travel, Medical, Stationary etc.,) including health & life insurance of one lac, which is without any statutory deductions of taxes wherever applicable. However, you will receive the total remuneration/salary Rs. 1.8 Lac (One lac Eighty Thousand) per annum and subject to Performance review, however the detailed salary structure would be shared with you as annexure along with appointment letter, other terms and conditions as follows.

1. Your joining date will be on or before **28/10/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing, provided your certificates verification and reporting formalities must be completed on **28/10/2022**.
2. At the time of joining you need to give commitment of one year employment association with this company through a contract bond and some of your key documents (academic original certificates) will be retained by the organization during this tenure, if you are violating the bond during this tenure you need to pay back the total salary which you have taken from the organization alongside the penalty of dishonor.
3. Your performance will be closely monitored during all the stages. If you have been successful in completing tasks/tests assigned, from the same month onwards you will get salary hike(s).
4. Company pays for performance and contribution and is not liable to pay in the event of non-performance.
5. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.
6. In addition to the same it is mandatory to produce the original documents, failing which joining formalities will not be initiated.
7. Please sign and return to us a duplicate copy of this letter, as a token of your acceptance.

We welcome you to be part of **TEAM TRYLOGIC**, look forward for a long and mutually beneficial association.

For Try logic Soft Solutions (AP) Pvt. Ltd.



**TRY LOGIC SOFT SOLUTIONS AP PRIVATE LIMITED**

An ISO 9001:2008 Certified Company  
Co. p. Office : #201 & 202, Bhuvana Towers, S D Road  
Secunderabad-500 003, Telangana, India  
Tel: +91 -040-4007 9667  
Email info@trylogic.in, hr@trylogic.in

RECOGNIZED & ASSOCIATED BY THE FOLLOWING PRESTIGIOUS ORGANIZATIONS



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

251



## SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

### Offer Letter

Dear Komal Tyagi

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227791  
Manager - Operations



SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

26



## SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

### Offer Letter

Dear Kanika Gupta

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12.500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause** :- In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227915  
Manager - Operations



SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

27

# ZAPMINATI

MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

**Krishan Kant Kashyap,**

Post your interview with us, we are pleased to offer you your employment contract with our company. The terms of employment are as follows: -

Designation: Digital Marketing Executive

Salary : 2.16 LPA

**Commencement Date & Location:**

You're starting date of employment with the company shall be from **10-09-2022**. Your timings will be **9:30 am to 05:30 pm**

You can be transferred to any other branches or subsidiaries across India.

**Compensation:**

The annual compensation shall be **2.16 LPA**. Net and inclusive off all applicable taxes, TDS, PF & ESI. The compensation package shall be governed by the policies and guidelines of the company presently applicable and may be modified from time to time.

You shall be liable to pay taxes on your compensation as per prevalent Indian tax laws and regulations during the period of employment with the company in India. There will be the complimentary health insurance from the company.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# ZAPMINATI

MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

## Probation:

You will be inducted for OJT (On Job Training) for the first one month. If we will find your performance is not up to the mark, Company has right to terminate your services with the FNF (Full and Final Settlement). You shall be on probationary terms for 3 months from the date of your joining; however, after completion of your probation period your performance will be evaluated and the period of probation may extend beyond the stipulated time, if necessary. Your employment confirmation would depend on your satisfactory performance and it shall be confirmed in writing.

## Tracking Attendance:

It is mandatory for all employees to mark attendance as soon as they enter the office premises and again before going home or on field, else the attendance for the day will not be recorded and hence the individual will be marked absent for the day.

The representative of each department will assist HR with all Leave and Attendance clarifications for their respective teams.

All employees traveling on work who are unable to report to office to mark their attendance are expected to send email/or call to HR after obtaining appropriate approvals from their supervisors. This may be done post reporting in to work, in the absence of which they will be marked absent for the day.

All leaves must be applied for in advance and an approval must be obtained from the supervisor through the HR, however it is recognized that certain exigencies may not allow this, in all such cases it is expected that the employee would within 24 hours of returning to work complete the required formalities.

Disciplinary actions may be initiated against the employees who have been reporting in late to work on frequent basis. If an employee report late more than 3 times during a month, he/she would be considered absent for a day and one day salary will be deducted.

Any employee joining the organization on or after 20th of any month will be paid the salaries in the next month's salary cycle.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# ZAPMINATI

MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

## Termination Of Employment:

Where it becomes necessary to terminate the service of an employee (permanent) reasons should be recorded in writing, such reasons, being reasons other than misconduct, retrenchment or closure or such, as his being declared by the Govt. as a trainer or a person likely to risk the safety of the company than one month's notice in writing shall not be required by Management and he shall be discharged from services forth with.

No Notice shall be necessary for the termination of the service of any other class of employee namely probationers, temporary/fixed – term employee, trainee or casual employee. This provision shall not however absolve the management of its obligation to abide by the provisions of Industrial Disputes Act or any other way of retrenchment. The employment of any employee who has completed one year of service as defined under I.D Act may be terminated for any reason, including loss of confidence or other than on the ground of misconduct mentioned earlier by giving one month notice.

No notice shall be required if termination of service is under an agreement which specifies a date for such termination, including of those who are on contract period with specific terms of employment.

Not with standing what has been stated above, if an employee is absent intermittently for fifteen days during any period of six months on medical grounds or otherwise, the Management shall have the right to discharge him on such grounds. If an employee is continuously sick or medically unfit to carry on his duties or develops serious defects in eye sight or hearing or mental or physical deficiency subject to certification by Company's Medical Officer, one month notice in writing thereof to the employee concerned, while discharging him, shall be given by the Management.

## Notice Period:

In case you decide to leave the organization during probation or after confirmation, you will be required to give thirty days' notice, the Organization 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 company the gross salary for the notice periods or reduced/waived off.

After confirmation, your services would be liable to determinate by the company, by giving **Thirty days' notice** or on the payment of Thirty days gross salary in lieu of the notice period.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# ZAPMINATI

## MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

### Performance Management:

An employee performance shall be assessed on pre-determined intervals and shall be eligible from salary revision based on your individual performance as well as company growth. Managers/Supervisors shall be responsible for conducting substantive discussions and taking conclusive performance-related actions. And based upon your performance, you will get the increment in every financial year or if the performance will be great then the increment can be done on initial basis.

### Learning And Development:

Our company outlook towards developing its employees thereby resulting in the competence of all the employees. As we continue our effort towards individual employee development takes a Company the Extra mile. Not only does it result in better productivity & in turn achievement of larger goals, it creates a Culture which fosters Learning & Development, an engaged workforce & employee loyalty.

Managers/Supervisors shall be responsible for suggesting the training and development measures time to time.

### Overtime:

An employee shall be flexible to work beyond their login hours if there are business exigencies. However, Employees do not receive an extra compensation or time off for extra hours worked in core office working days.

### Privacy:

Employees have an obligation to ensure that professional information is secured against loss, misuse or unauthorized access, modification or disclosure.

Employees have a duty to maintain the confidentiality, integrity and security of official information for which they are responsible. Employees can't disclose their salaries to anyone.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# ZAPMINATI

## MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

### Leave Policy:

All leaves shall be granted at the convenience of the management. Nothing can limit the free discretion of the management to refuse, revoke or curtail leave, subject to the demand of work.

It shall be expected that all kinds of leaves must have a prior approval in writing from the reporting managers. It shall be the responsibility of the employee to get his/her leave sanctioned from the authorized person and submits the same to HRD in time frame to facilitate timely computation of salary details.

If leave is not sanctioned and an Employee remains absent on those days, then the absence will be treated as unauthorized "Leave without Pay", irrespective of working days or holidays i.e., any holiday sandwiched between 2 days of Leave Without Pay will be included in the Leave availed. Employees in the Probation period shall not be entitled to take leaves. In order to avail Paid Leave (P.L.), an employee needs to complete minimum 1 month in the system.

Casual Paid Leave shall be accumulated or en-cashed to the next calendar year. Intimation regarding leave through mobile message shall strictly not be entertained.

### Casual Leave:

Every month you will get 1 casual paid leave so there will be 12 casual paid leaves in an year, but for that you have to inform the concerned person on prior basis of 48 hrs. otherwise, your leave will be considered as unauthorized leave.

### Sick leave:

You will get 8 sick leaves annually, but for that you have to submit all the relevant documents related to your treatment.

### Grievance/ Conflict Resolution

It is expected that as a first step, employees will attempt to resolve the issues between themselves. Where this is not appropriate or does not result in a satisfactory resolution a more formal procedure as outlined in the Grievance – Resolving Issues and Concerns Policy can be applied.

The dispute resolution process will operate within the following principles: Confidentiality, Impartiality, Promptness, Sensitivity, Courtesy and Respect.

Disputes maybe resolved in formal or informal manner.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# ZAPMINATI

## MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

Where possible, as a first step and with the agreement of both parties, the dispute may be resolved informally. If the dispute is not resolved at the informal level, then the formal process provides graduated steps for further discussion and resolution at high levels of authority. A formal resolution requires a thorough investigation to be undertaken, and the process documented. Appropriate managers will investigate a complaint or allegation of behavior that is contrary to these standards. Investigations will be carried out with sensitivity and fairness and maintain confidentiality.

### Unpaid Leave:

An Employee shall not receive any salary during the period of maternity, paternal, adoption leave, bereavement leave, compassionate leave, short term disability, long term disability, family leave or any vacation.

### Formal Complaint Process:

You can put your complaint in complaint box anonymously, related to your coworkers, managers or anyone from the office. Or Any employee having a cause for complaint about his work or working conditions shall have a right to present a case for investigation and consideration within two days of the arising of the cause.

The procedure for its redress shall be as follows.

Stage-1: - An employee desiring to raise any question in which he/she is directly concerned, shall in first instance, discuss it with his/her immediate supervisor.

Stage-2: -Failing a satisfactory solution of his/her problem he/she may within six days of the cause of complaint i.e. three days of stage 1 approach his/her Department head through immediate supervisor.

Stage- 3: - Failing a satisfactory solution in the second stage he/she shall within three days thereof request for an interview with Manager through his/her Department Head.

Stage-4: -If he/she is not satisfied with the solution, offered by the Manager then he/she may request in writing for consideration of his/her complaint to the grievance committee as constituted in accordance with stage 5

Stage -5: -Failing a satisfactory solution, within six days of the decision (after stage 4) the employee may request for consideration of his/her appeal, to the grievance committee, which shall be constituted as under

-A nominee of the employees

-A member nominated by the Management

The Manager or any other officer of the establishment notified in this behalf shall be the chairman of the committee but he/she cannot vote in case of division.



# ZAPMINATI

MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

## Discrimination And Equal Employment Opportunity (EEO):

Anti-discrimination laws provide guidelines on respecting personal difference. Treating people differently on the basis of personal characteristics is unlawful. The following are examples of attributes: age, industrial activity, parental status, political belief, personal association, race, ethnic background, career status, marital status, pregnancy/potential, lawful sexual activity, unrelated criminal record, impairment, religious belief/activity, physical features, gender identity, disability and sex.

Discrimination is unacceptable conduct within the Company and all reported incidents will be investigated.

## Harassment:

Harassment is any type of behavior that: -

- The other person does not want and does not return
- Offends, embarrasses, or scares them, and may be either sexual or nonsexual in nature
- Targets them because of their race, sex, pregnancy, or other protected attribute under the law
- Constitutes a form of bullying
- Harassment does not have to be a series of incidents or an ongoing pattern of behavior. Neither does harassment need to be intentional to attract disciplinary action.

Harassment can occur in any work-related context including: -

- Social functions
- Conferences
- Office social gatherings
- Business trips

Harassment and discrimination form part of a continuum of unacceptable behavior that can include sexual assault, stalking and harassing phone calls, some of which are also against criminal law, which means the police may prosecute anyone who commits such acts.

Fair discipline, performance counselling or work place control practices based only on performance issues do not, in themselves, constitute harassment.



Director  
R.D. Engineering College  
Duha, Ghaziabad

# ZAPMINATI

MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

## Disciplinary Proceedings:

An employee against whom any misconduct is alleged shall be given a charge sheet in writing by the Management. The charge sheet will set out in detail the misconduct alleged and the time by which written explanation is to be submitted. The charge sheet shall be observed on him/her by hand. If he/she (employee) refuses or avoids to take it by hand then the same shall be sent by Registered A/D. Post/Under certificate of posting at his last known address on record. A copy of the chargesheet shall also be mailed to his/her official and personal email id. If an employee fails to submit his/her written explanation to the chargesheet within the time given or subsequently extended at the written request of the concerned employee or otherwise, then management shall thereafter proceed to take disciplinary action against that employee.

## Occupational Safety and Health:

The Company is committed to providing as healthy workplace for all employees and visitors however, employees have a responsibility to make the workplace a safe and healthy place for all concerned, as far as is reasonably practical. It is therefore important that employees are familiar with the standards or procedures in their particular area of work. If employees have not been advised of these standards or procedures during the induction process, they must as a matter of urgency ask their immediate manager to obtain the necessary information.

All employees are responsible for following: -

- Knowing and complying with the OSH rules and guidelines
- Working so as not to endanger themselves or any other person by any actor omission
- Use and follow OSH instructions, training or other information
- Report all incidents, accidents, injuries and hazards to management for action.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# ZAPMINATI

MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

## Accidental Reporting:

These reports may describe those things that your supervisor or the client wants a description of, or they may describe the occurrence of an on typical event, that is, some unusual incident that has drawn attention to itself during the execution of the daily duties. Examples of things that may generate reports may include criminal offences such as damage to property, robbery, theft, or assault, a fire, or some other activity, or the daily activities of strikers on a picket line. The report must contain a clear and accurate description of what transpired. The purpose of an operational report is threefold:

- To become an official record of what happened;
- To record the occurrence for the writer's future reference; and
- To pass the facts of an occurrence on to others for a variety of uses.

## Workplace Violence:

Violence cause immediate, and often long-term disruption to interpersonal relationships, the organization of work and the overall working environment. Employers bear the direct cost of lost work and more expensive security measures. They are also likely to be art he indirect cost of reduced efficiency and productivity, the deterioration of product quality, loss in company image and are duction in the number of clients. An employee shall be responsible to control the stress and violence at work.

## Alcohol And Substance Abuse or Misuse:

Employees must ensure that the safety and health of other employees, volunteers and clients are not endangered by any misuse. The Company expects employees to perform their jobs with skill, care and diligence. Employees should not perform any actor omission that is likely to have a detrimental effect on their work performance and that of other employees and clients. Accordingly, employees should not be under the influence of alcohol or other substances while they are at work or at work functions.

Possession, use or trafficking in illegal drugs on the premises is not permitted. The Company premises include but are not limited to all buildings, vehicles, car parks, meeting rooms, and open spaces. Any such activity will be immediately referred to the police and the Company may take disciplinary action, which may include determination of employment.



Director  
Engineering College  
Ghaziabad

# ZAPMINATI

## MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 [+91 82877 80032]

Employees must notify the manager if the taking of, or failure to take, prescribed medication is likely to affect their performance and/or affect the safety of any person at the workplace. This is to ensure workplace safety is not jeopardized and that any performance impact is properly managed. It is the responsibility of employees to follow the directions/precautions for any drugs prescribed by a health professional for individual use and/or commercially available preparations that may impact their capacity.

### **Smoking:**

Passive smoking can impact on other employees, the community and create a poor image of the Company, which does not promote or encourage smoking. Smoking is not permitted in Company owned or leased vehicles or buildings.

Employees may only smoke in their own time during authorized breaks asset out in the award, agreement or employment contract and/or as authorized individually by their manager.

### **Use Of Office Facilities & Equipment's:**

Employees should take all possible care when using company property, goods, intellectual property and services and ensure they are used efficiently, carefully and honestly. Company resources are not to be used for private purposes.

### **Information Technology:**

Employees must not access information which they are not authorized to access or use, and must not allow any other person access for any reason.

Employees must take all reasonable precautions, including password maintenance and file protection measures to preventing authorized access and have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned or used by agreement.

### **Non-Compete:**

Company shall have the right to verify the information stated and documents submitted by you along with your resume during the recruitment process, either itself or through a third party. You agree to cooperate with any such verification activities to the fullest extent possible. If any of the facts stated there in are found to be false, your services will determinate immediately without any notice or any compensation in lieu of the notice period



Director  
R.D. Engineering College  
Duhai, Ghaziabad

# ZAPMINATI

## MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

### Background Verification:

Company shall have the right to verify the information stated and documents submitted by you along with your resume during the recruitment process, either itself or through a third party. You agree to cooperate with any such verification activities to the fullest extent possible. If any of the facts stated there in are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period.

### General Policies:

Employees are responsible to carry out and comply with the Company policies and procedures and legislation. It is acknowledged that employee views, on particular matters, may differ from the Company, however such views must not either interfere with the performance of an employee's duty or prevent the employee from supporting the Company objectives.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# ZAPMINATI

MARKETING PVT LTD

Registered Address: 501 A, 5<sup>th</sup> Floor,  
Tower B, I Thum, Noida Sector 62, UP  
-201308 (+91 82877 80032)

## Annexure:1- Statement

By signing this statement, I declare that I acknowledge and agree to abide by this company's  
Employment Contract.

Sincerely,



Neeraj Rawat  
HR Manager  
Zapminati Marketing Pvt. Ltd.

Employee Name:  
**Krishan Kant Kashyap**

(Employee Signature)

For: Zapminati Marketing Pvt Ltd  
Date of Acceptance:

For Zapminati Marketing Private Limited



Authorized Signatory



Director  
R.D. Engineering College  
Duhai, Ghaziabad



(29)

ml Outsourcing Services Pvt. Ltd.

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

Date: Feb 8<sup>th</sup>, 2023

Lalit Chaudhary,

## SUB: OFFER LETTER

Dear Lalit Chaudhary,

As per our discussions, we are pleased to offer you an appointment in our organization as on mutually agreed terms and conditions.

Your annual CTC would be INR 360000 (Three lakhs sixty thousand). Compensation details are confidential and not to be disclosed to any person other than your immediate manager or undersigned in case you need clarifications. You are requested to join us at the earliest, but not later than Feb 23, 2023. Letter of appointment will be issued on your joining day.

**Note: Offer will be valid only after Background Verification Check & documents verification are satisfied & above CTC shall be applicable only if you join us on or before Feb 23 2023. Any negative BGV check or misstatement on Application Form will result in offer being null & void.**

Please sign and return a copy of this letter as a token of your acceptance of our above offer.

Thanking you,

Yours faithfully,

For ml Outsourcing Services Pvt. Ltd.



Garima Khosla

Talent Acquisition

  
Director  
R.D. Engineering College  
Gurgaon, Haryana

## ANNEXURE

Annual/Monthly CTC Lalit Chaudhary		
	Annual	Monthly
<b>Salary:</b>		
Basic	144000	12000
<b>Total Salary (A)</b>	<b>144000</b>	<b>12000</b>
<b>Allowances:</b>		
House Rent	72000	6000
Bonus	28800	2400
Other Allowances	63120	5260
<b>Total Allowances (B)</b>	<b>163920</b>	<b>13660</b>
<b>FBP</b>		
FBP CAR	0	0
FBP DRIVER	0	0
MEAL COUPONS	26400	2200
FBP TELEPHONE	0	0
FBP TECH BOOKS	0	0
LTA	0	0
<b>Total FBP (C)</b>	<b>26400</b>	<b>2200</b>
<b>Total Gross Salary (A+B+C)</b>	<b>334320</b>	<b>27860</b>
<b>Fringe Benefits</b>		
Family Medical Insurance	8400	700.00
Employer Contribution to Provident Fund	17280	1440
<b>Total Fringe Benefit (D)</b>	<b>25680</b>	<b>2140</b>
<b>Total CTC (A+B+C+D)</b>	<b>360000</b>	<b>30000</b>

**Note:**

- 1) Medical Insurance is for up to Rs. 400,000/- for family (i.e. Self + Spouse + 2 Kids).
- 2) HRA will be exempted from the taxable salary in accordance with the Income Tax Rules, only on producing the original rent receipts.
- 3) Any changes to the above would have to be confirmed in writing by the company. Income Tax will be deducted on the taxable salary in accordance with the prevailing Income Tax Rules. If you plan to invest or have invested in any Tax saving instruments, you are requested to declare the same in writing at the time of joining and in the April month of subsequent years, in order to compute the appropriate amount of Tax.
- 4) Employee contribution to Provident Fund which is equal to the employer's contribution will be deducted from the monthly gross salary every month.

mi Outsourcing Services Pvt. Ltd.

Agreed and Accepted

Garima Khosla

Lalit Chaudhary  
Associate Executive

Director  
R.D. Engineering College  
Duhai, Ghaziabad

Date: 7-SEP-2022

Name: Mannu Sharma

Appointment Letter

Dear Mannu Sharma

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. Date of joining – 22-SEP-22
2. Location – Noida
3. Designation - HR Executive

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the Client and you shall be bound to abide by the same.

4. Probation

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unserved notice period. During your probation you will not be entitle for any leaves.

5. Duty & Working days

You shall be required to work from Monday to Saturday or as per the roaster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your reporting manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties



Director  
R.D. Engineering College

In addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

**6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day

**7. Recovery of Assets**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

**8. Service rules, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company's opinion may be harmful or detrimental to the interest of the client or the Company, as the case may be. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

**9. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**10. Background verification and other obligations**

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be engaged by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by us that may engaged by the company for the purposes of conducting your background verification. You hereby consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been



Director  
Duhai, Ghaziabad

suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any intimation about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the Company.

**11. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

**12. Retirement**

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards



For ALK Talent Search LLP,

Authorized Signatory

  
Director  
R.D. Engineering College  
Duhai Ghaziabad

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information accessed by me during the course of my work shall be treated as confidential. Information's shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature :  
Date :  
Place :

Annexure

Description	Monthly	Annual
Basic	20000	240000
House Rent Allowance	0	0
Special Allowance	0	0
<b>Gross Salary</b>	<b>20000</b>	<b>240000</b>
<b>Performance Linked Incentive (at 100% target achievement)</b>	<b>0</b>	<b>0</b>
<b>TOTAL Gross Salary</b>	<b>20000</b>	<b>240000</b>
Employee Contribution	0	0
PF @ 12 %	0	0
ESIC @ 0.75 %	0	0
Professional Tax	0	0
<b>Take Home</b>	<b>20000</b>	<b>240000</b>
Employer Contribution	0	0
PF @ 12 %	0	0
PF Adm @ 1%	0	0
ESIC @ 3.25%	0	0
Employee Compensation	0	0
Insurance	0	0
<b>CTC</b>	<b>20000</b>	<b>240000</b>



Director  
R.D. Engineering College  
Ghaziabad

32



CIN U72200TG2008PTC062170

Name (Full): Mausam

Date: 25<sup>th</sup> October, 2022

Place: Bhopal

Dear Mausam,  
Congratulations!

Hearty Welcome to Team TRYLOGIC Family...

With reference to your application for employment and Interview held on 15/09/2022 and subsequent further rounds of interview discussions had with us, we are glad to offer you the position of "**Android Developer Trainer cum MIS**" of DDU-GKY Project Bhopal — Madhya Pradesh location, as per the discussion(s) during the interview held on 22nd October 2020 for a career with TRYLOGIC. Company will offer you only (Travel, Medical, Stationary etc..) including health & life insurance of one lac, which is without any statutory deductions of taxes wherever applicable. However, you will receive the total remuneration/salary Rs. 1.8 Lac (One lac Eighty Thousand) per annum and subject to Performance review, however the detailed salary structure would be shared with you as annexure along with appointment letter, other terms and conditions as follows.

1. Your joining date will be on or before **28/10/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing, provided your certificates verification and reporting formalities must be completed on **28/10/2022**.
2. At the time of joining you need to give commitment of one year employment association with this company through a contract bond and some of your key documents (academic original certificates) will be retained by the organization during this tenure, if you are violating the bond during this tenure you need to pay back the total salary which you have taken from the organization alongside the penalty of dishonor.
3. Your performance will be closely monitored during all the stages. If you have been successful in completing tasks/tests assigned, from the same month onwards you will get salary hike(s).
4. Company pays for performance and contribution and is not liable to pay in the event of non-performance.
5. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.
6. In addition to the same it is mandatory to produce the original documents, failing which joining formalities will not be initiated.
7. Please sign and return to us a duplicate copy of this letter, as a token of your acceptance.

We welcome you to be part of **TEAM TRYLOGIC**, look forward for a long and mutually beneficial association.

For Try logic Soft Solutions (AP) Pvt. Ltd.



**TRY LOGIC SOFT SOLUTIONS AP PRIVATE LIMITED**

(An ISO 9001 : 2008 Certified Company)

Co p. Office : #201 & 202, Bhuvana Towers, S.D. Road,  
Secunderabad-500 003, Telangana, India.  
Tel: +91 -040-4007 9967  
Email: info@trylogic.in, hrd@trylogic.in

RECOGNIZED & ASSOCIATED BY THE FOLLOWING PRESTIGIOUS ORGANIZATIONS



Director  
R.D. Engineering College  
Duhai, Hyderabad





## SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

### Offer Letter

Dear Meghna Gemini

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off(not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227791  
Manager - Operations



SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

34



# SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

## Offer Letter

Dear Mehtab Ali

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227791  
Manager - Operations



SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

35

# APOGEE Services Pvt. Ltd.

Under the Brand Name

**APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Date: 12-April-2023

**NARAYAN KUMAR JHA**  
Location: Noida

**STRICTLY PRIVATE & CONFIDENTIAL**

Dear NARAYAN KUMAR JHA,

This has reference to the discussion you had with us about joining APEX Services deputed at Accenture Services Pvt. Ltd. We are pleased to make an offer of employment with the Company. Please accept our heartiest congratulations. We welcome you to the APEX Team.

- a. Designation : Supply Chain New Associate  
b. Date of Joining : 17-April-2023  
c. Location of Posting : Noida

The term of your employment shall be valid for period, **17-April-2023** till **17-April-2024**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Please refer to annexure to this letter for details of your CTC and other allowances.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

### 1. Emoluments & Perquisites

Your Salary Compensation will be **Rs 2,40,000/-** Cost to Company (Two lakh forty thousand) Per Annum. The Break-up will have the following Components:

- Basic Pay
- HRA
- Medical Allowance
- Other Allowances
- Bonus

### 2. Working Hours

- Your working hours will be determined by the client
- Client has the discretion to regulate working hours from time to time.

### 3. Leave Policy

- You would be eligible for leaves as per applicability in the state where you are deployed and statutory holidays as per client.
- Leaves can only be availed upon prior approval.

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010 ☎ : 0522 - 2302985, 4005475.

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN: U74120UP2014PTC066093



Director  
R.D. Engineering College  
Ghazipur, Ghazipur, Bihar

# APOGEE Services Pvt. Ltd.

Under the Brand Name **APEX Services™**  
ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

## 4. What we expect from you

We hope that you will devote your full time and attention in carrying out the assigned work activities. Honestly, faithfully and diligently keeping in mind at all times the Company's interest and progress. We expect that you will not engage in or do any other business or render any profession service either on full time or part time basis.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. Approved timesheets should be sent to APEX Services to avoid discrepancy in payroll. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company. On your joining day, we expect you to sign and execute a confidentiality agreement with company.

## 5. Termination

We hope your association with us will be a very long one. However, if Company is to decide, the appointment may be terminated by 15 days' notice. If an employee decides otherwise, One month notice or Client Notice whichever is higher needs to be served if the client is unsatisfied with your performance, client notice period will supersede APEX notice period.

**Two days of unauthorized absenteeism will lead to immediate termination from assignment/ project.**

The appointment is subject to your accepting to abide by the Regulations and Guidelines of the Company. We reserve the right to amend the terms and conditions of this appointment to suit new circumstances. Please sign and return the duplicate of this letter in token of your acceptance of the above terms and And conditions, at the same time indicating your date of joining, which shall be no later than **17-April-2023** else treat the offer as withdrawn.

## 6. Miscellaneous

You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

We wish you all the success in your assignment.

For Apogee Services Pvt. Limited

Read & Accepted by:

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Signature: \_\_\_\_\_

**Authorised Signatory**

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

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE OFFICE: 2nd Floor, Gomti Nagar, LUCKNOW - 226010. ☎ 0522 - 2302985, 4005475  
e-mail: hr@apexservices.in www.apexservices.in CIN: U74120UP2014PTC066093



Director  
R.D. Engineering College  
Duhai, Ghazipur

# APOGEE SERVICES PVT. LTD.

Under the Brand Name **APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Annexure - I

Name : NARAYAN KUMAR JHA  
Designation : Supply Chain New Associate  
Date of joining : 17-April-2023

Components	Rs. Per Month	Rs. Per Annum
Basic	15000	180000
HRA	1172	14064
Medical Allowance	0	0
Other Allowance	0	0
Bonus	1000	12000
<b>Gross (A)</b>	<b>17172</b>	<b>206064</b>
<b>Employee Contribution</b>		
PF @ 12 %	1800	21600
ESI @ 0.75% of Gross	129	1584
Professional Tax	0	0
Labour Welfare Fund (LWF)	0	0
<b>Sub Total (B)</b>	<b>1929</b>	<b>23148</b>
<b>Employer's Contribution</b>		
PF @ 13 %	1950	23400
ESI @ 3.23% of Gross	558	6696
Insurance	320	3840
Labor Welfare Fund (LWF)	0	0
<b>Sub Total (C)</b>	<b>2828</b>	<b>33936</b>
<b>Take Home ( A-B )</b>	<b>15243</b>	<b>182961</b>
<b>Cost To Company ( A + C )</b>	<b>20000</b>	<b>240000</b>

For Apogee Services Pvt. Limited

Read & Accepted by:

For APOGEE Services Pvt. Ltd.

Authorized Signatory 

Signature: \_\_\_\_\_

Authorised Signatory

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: 230, Mayapuri Khand, Gomti Nagar, LUCKNOW - 226010 ☎ 0522 - 2302985, 4005475.

e-mail: hr@apogeeservices.com

www.apexservices.in

CIN: U74120UP2014PTC068093



Director  
R.D. Engineering College  
Duha, Gaziabad

Date: 7-SEP-2022

Name: Nidhi Chaudhary

Appointment Letter

Dear Nidhi Chaudhary

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. Date of joining – 22-SEP-22
2. Location – Noida
3. Designation - HR Executive

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the Client and you shall be bound to abide by the same.

4. Probation

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of approved notice period. During your probation you will not be entitle for any leaves.

5. Duty & Working days

You shall be required to work from Monday to Saturday or as per the roaster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your respective manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties.



  
Director  
Noida, Uttar Pradesh

In addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

**6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your last birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

**7. Recovery of Assets**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

**8. Service rules, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company's interest may be harmful or detrimental to the interest of the client or the Company, as the company deems fit. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

**9. Taxation**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**10. Background verification and other obligations**

Your employment with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. The company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be engaged by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by the Company or may be engaged by the company for the purposes of conducting your background verification. You hereby consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false / incorrect or if any material or relevant information has been



R.D. Engineering College  
Raigarh, Chhattisgarh

suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any information about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in respect of the subject matter. Any variations of the above terms and conditions will not be valid until explicitly stated in writing by the Company.

**11. Annual Leaves and the Holidays**

After your appointment, you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

**12. Retirement**

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work on shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards,

For ALK Talent Search LLP,

Authorized Signatory



*(Handwritten Signature)*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information disclosed by me during the course of my work shall be treated as confidential. Information shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_



Annexure

Description	Monthly	Annual
Basic	20000	240000
House Rent Allowance	0	0
Special Allowance	0	0
Gross Salary	20000	240000
Performance Linked Incentive (at 100% target achievement)	0	0
TOTAL GROSS SALARY	20000	240000
Employee Contribution	0	0
PF (12%)	0	0
ESIC (4.75%)	0	0
Professional Tax	0	0
TOTAL DEDUCTIONS	20000	240000
Employee Net Salary	0	0
PF (12%)	0	0
PF (12% of 1M)	0	0
ESIC (4.75%)	0	0
Employee Net Pension	0	0
Interest	0	0
CIP	20000	240000



  
Director  
R.D. Engineering College  
Duhai Ghaziabad

Date: 9-Nov-2022

Name: Nikhil Dagar  
Contact No. 7906437973  
Email ID: nikhildagar9910@gmail.com

Appointment Letter

Dear Nikhil Dagar

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. Date of joining – 09-Nov-22
2. Location – Noida
3. Designation - Executive- Talent Acquisition

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the ALK Talent Search LLP and you shall be bound to abide by the same.

**4. Probation**

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unserved notice period. During your probation you will not be entitle for any leaves.

**5. Duty & Working days**

You shall be required to work from Monday to Saturday or as per the roaster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your reporting manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties

In addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

#### **6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day

#### **7. Recovery of Assets**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

#### **8. Service rules, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company's opinion may be harmful or detrimental to the interest of the client or the Company, as the case may be. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

#### **9. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

#### **10. Background verification and other obligations**

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be engaged by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by us that may engaged by the company for the purposes of conducting your background verification and you further consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been

suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any intimation about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the Company.

**11. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

**12. Retirement**

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards,



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

For ALK Talent Search LLP,

Authorized Signatory

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information accessed by me during the course of my work shall be treated as confidential. Information's shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature :  
Date :  
Place :

Annexure

Description	Monthly	Annual
Basic	17000	204000
House Rent Allowance	0	0
Special Allowance	0	0
Gross Salary	17000	204000
Performance Linked Incentive (at 100% target achievement)	0	0
<b>TOTAL Gross Salary</b>	<b>17000</b>	<b>204000</b>
Employee Contribution	0	0
PF @ 12 %	0	0
ESIC @ 0.75 %	0	0
Professional Tax	0	0
<b>Take Home</b>	<b>17000</b>	<b>204000</b>
Employer Contribution	0	0
PF @ 12 %	0	0
PF Admin @ 1%	0	0
ESIC @ 3.25%	0	0
Employee Compensation	0	0
Insurance	0	0
<b>CTC</b>	<b>17000</b>	<b>204000</b>



  
Director  
R.D. Engineering College  
Ghaziabad

39



## SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

### Offer Letter

Dear Nisha Tyagi

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227915  
Manager - Operations

SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Date: 9-Nov-2022

Name: Nishi Sharma  
Contact No. 9457366738  
Email ID: 27nishsharma@gmail.com

Appointment Letter

Dear Nishi Sharma

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. Date of joining – 09-Nov-22
2. Location – Noida
3. Designation - Executive- Talent Acquisition

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the ALK Talent Search LLP and you shall be bound to abide by the same.

**4. Probation**

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unserved notice period. During your probation you will not be entitle for any leaves.

**5. Duty & Working days**

You shall be required to work from Monday to Saturday or as per the roaster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards the company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your reporting manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties



in addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

## 6. Period of services and Notice period

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day

## 7. Recovery of Assets

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

## 8. Service rules, Discipline and Code of conduct

During your employment with us, you will not associate yourself with such activities which the Company's opinion may be harmful or detrimental to the interest of the client or the Company, as the case may be. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

## 9. Personal Tax

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

## 10. Background verification and other obligations

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be engaged by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by us that may engaged by the company for the purposes of conducting your background verification and you further consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been



suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any intimation about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the Company.

**11. Annual Leave/Public Holidays**

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

**12. Retirement**

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards,



For ALK Talent Search LLP,

Authorized Signatory



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information accessed by me during the course of my work shall be treated as confidential. Information's shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature :  
Date :  
Place :

Annexure

Description	Monthly	Annual
Basic	17000	204000
House Rent Allowance	0	0
Special Allowance	0	0
Gross Salary	17000	204000
Performance Linked Incentive (at 100% target achievement)	0	0
<b>TOTAL Gross Salary</b>	<b>17000</b>	<b>204000</b>
Employee Contribution	0	0
PF @ 12 %	0	0
ESIC @ 0.75 %	0	0
Professional Tax	0	0
<b>Take Home</b>	<b>17000</b>	<b>204000</b>
Employer Contribution	0	0
PF @ 12 %	0	0
PF Admin @ 1%	0	0
ESIC @ 3.25%	0	0
Employee Compensation	0	0
Insurance	0	0
<b>CTC</b>	<b>17000</b>	<b>204000</b>



Director  
R.D. Engineering College  
Ghaziabad



# ml Outsourcing Services Pvt. Ltd.

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

Date: Feb 8<sup>th</sup>, 2023

Nitesh Sharma,

## SUB: OFFER LETTER

Dear Nitesh Sharma,

As per our discussions, we are pleased to offer you an appointment in our organization as on mutually agreed terms and conditions.

Your annual CTC would be INR 360000 (Three lakhs sixty thousand). Compensation details are confidential and not to be disclosed to any person other than your immediate manager or undersigned in case you need clarifications. You are requested to join us at the earliest, but not later than Feb 23, 2023. Letter of appointment will be issued on your joining day.

**Note: Offer will be valid only after Background Verification Check & documents verification are satisfied & above CTC shall be applicable only if you join us on or before Feb 23 2023. Any negative BGV check or misstatement on Application Form will result in offer being null & void.**

Please sign and return a copy of this letter as a token of your acceptance of our above offer.

Thanking you,

Yours faithfully,

For ml Outsourcing Services Pvt. Ltd.



  
Director  
Engineering College  
Dunai, Ghaziabad

Garima Khosla

Talent Acquisition

## ANNEXURE

Annual/Monthly CTC Nitesh Sharma		
	Annual	Monthly
<b>Salary:</b>		
Basic	144000	12000
<b>Total Salary (A)</b>	<b>144000</b>	<b>12000</b>
<b>Allowances:</b>		
House Rent	72000	6000
Bonus	28800	2400
Other Allowances	63120	5260
<b>Total Allowances (B)</b>	<b>163920</b>	<b>13660</b>
<b>FBP</b>		
FBP CAR	0	0
FBP DRIVER	0	0
MEAL COUPONS	26400	2200
FBP TELEPHONE	0	0
FBP TECH BOOKS	0	0
LTA	0	0
<b>Total FBP (C)</b>	<b>26400</b>	<b>2200</b>
<b>Total Gross Salary (A+B+C)</b>	<b>334320</b>	<b>27860</b>
<b>Fringe Benefits</b>		
Family Medical Insurance	8400	700.00
Employer Contribution to Provident Fund	17280	1440
<b>Total Fringe Benefit (D)</b>	<b>25680</b>	<b>2140</b>
<b>Total CTC (A+B+C+D)</b>	<b>360000</b>	<b>30000</b>

**Note:**

- 1) Medical Insurance is for up to Rs. 400,000/- for family (i.e. Self + Spouse + 2 Kids).
- 2) HRA will be exempted from the taxable salary in accordance with the Income Tax Rules, only on producing the original rent receipts.
- 3) Any changes to the above would have to be confirmed in writing by the company. Income Tax will be deducted on the taxable salary in accordance with the prevailing Income Tax Rules. If you plan to invest or have invested in any Tax saving instruments, you are requested to declare the same in writing at the time of joining and in the April month of subsequent years, in order to compute the appropriate amount of Tax.
- 4) Employee contribution to Provident Fund which is equal to the employer's contribution will be deducted from the monthly gross salary every month.

ml Outsourcing Services Pvt. Ltd.

Agreed and Accepted

Garima Khosla

Nitesh Sharma  
Associate Executive

Director  
R.D. Engineering College  
Duhai, Ghazipur

Date: 7-SEP-2022

Name: Priyanaka Sharma

Appointment Letter

Dear Priyanaka Sharma

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. **Date of joining – 22-SEP-22**
2. **Location – Noida**
3. **Designation - HR Executive**

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the Client and you shall be bound to abide by the same.

**4. Probation**

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unserved notice period. During your probation you will not be entitled for any leaves.

**5. Duty & Working days**

You shall be required to work from Monday to Saturday or as per the roster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your reporting manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties



R.D. Engineering College  
Noida

In addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

**6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day

**7. Recovery of Assets**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

**8. Service rules, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company's opinion may be harmful or detrimental to the interest of the client or the Company, as the case may be. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

**9. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**10. Background verification and other obligations**

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be engaged by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by us that may engaged by the company for the purposes of conducting your background verification and you further consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false / incorrect, or if any material or relevant information has been



suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any intimation about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the Company.

#### 11. Annual Leave/Public Holidays

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

#### 12. Retirement

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards,



For ALK Talent Search LLP,

Authorized Signatory



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information accessed by me during the course of my work shall be treated as confidential. Information's shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature :  
Date :  
Place :

Annexure

Description	Monthly	Annual
Basic	20000	240000
House Rent Allowance	0	0
Special Allowance	0	0
<b>Gross Salary</b>	<b>20000</b>	<b>240000</b>
Performance Linked Incentive (at 100% target achievement)	0	0
<b>TOTAL Gross Salary</b>	<b>20000</b>	<b>240000</b>
Employee Contribution	0	0
PF @ 12 %	0	0
ESIC @ 0.75 %	0	0
Professional Tax	0	0
<b>Take Home</b>	<b>20000</b>	<b>240000</b>
Employer Contribution	0	0
PF @ 12 %	0	0
PF Admin @ 1%	0	0
ESIC @ 3.25%	0	0
Employee Compensation	0	0
Insurance	0	0
<b>CTC</b>	<b>20000</b>	<b>240000</b>



Director  
R.D. Engineering College  
Duhai, Ghaziabad



2-51810  
4-430 (12)  
3-108021A  
1-6010000  
1-1010000  
1-1010000  
1-1010000



45  
**KEYWORD INDIA NETWORK PVT. LTD.**

Sales Office : F08, 709 Dubai Mall RDC, Raj Nagar, Gurgaon,  
Uttar Pradesh 201001  
Head Office : BUA-BU3, Tower-A, 4-Phase, Plot No. 14-40  
Noida, Sector- 62, Uttar Pradesh 20101

**Letter of Offer for Employment**

Date: August 16<sup>th</sup> 2021

Mr. Rashid Latif  
Employee Code: KWI 174

We are pleased to offer you a position of "Social Media Executive" with "Keyword India Network Pvt Ltd". Your gross annual salary on the basis of Cost to the Company will be Rs.1,20,000 (One Lakh Twenty Thousand Rupees) per annum, all-inclusive plus incentives. We expect you to join us on August 16<sup>th</sup>, 2021. Please note that this offer is valid subject to your signing and returning the duplicate copy (attached) of this letter within seven working days. You will be on Six month of probation period from the date of your joining at this time your performance will be reviewed. Your service can be terminated with in prohibition period of Six month if your work is not satisfactory. If you resign from your service with us, you will be entitled to complete a 30-day notice period. We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

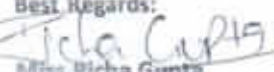
Note: Your detailed terms and condition of employment/remuneration will be mentioned in appointment letter, which will be given to you after one month of your joining.

On your joining day, please bring the following documents:-

- 1-Educational Mark-Sheet (10th/12th/Graduation & PG if applicable)
- 2-Educational Certificate (10th/12th/Graduation & PG if applicable)
- 3-Identity Proof (Voter ID/Aadhar Card-Must)
- 4-Pan Card is must.
- 5-Previous Employer certification (Appointment letter/Relieving and Experience letter)
- 6-Salary Proof (Salary slips/Bank statement of 3 months)
- 7-Passport size colored photograph-2

We have pleasure in welcoming you to this organization and we hope your association with us would be of mutual benefit.

Yours Sincerely,  
KeywordIndia Network Pvt Ltd

Best Regards:  
  
Miss. Richa Gupta  
Manager Human Resource  
KeywordIndia Network Pvt Ltd



  
Director  
R.D. Engineering College  
Duhai, Gurgaon

Accepted:  
  
Mr. Rashid Latif

PLY NEWS

HO

47



CIN U72200TG2008PTC062170

Name (Full): Ritika Goel

Date: 25<sup>th</sup> October, 2022

Place: Bhopal

Dear Ritika Goel,  
Congratulations!

Hearty Welcome to Team TRYLOGIC Family...

With reference to your application for employment and interview held on 15/09/2022 and subsequent further rounds of interview discussions had with us, we are glad to offer you the position of "**Android Developer Trainer cum MIS**" of DDU-GKY Project Bhopal — Madhya Pradesh location, as per the discussion(s) during the interview held on 22nd October 2020 for a career with TRYLOGIC. Company will offer you only (Travel, Medical, Stationary etc..) including health & life insurance of one lac, which is without any statutory deductions of taxes wherever applicable. However, you will receive the total remuneration/salary Rs. 1.8 Lac (One lac Eighty Thousand) per annum and subject to Performance review, however the detailed salary structure would be shared with you as annexure along with appointment letter, other terms and conditions as follows.

1. Your joining date will be on or before **28/10/2022** and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing, provided your certificates verification and reporting formalities must be completed on **28/10/2022**.
2. At the time of joining you need to give commitment of one year employment association with this company through a contract bond and some of your key documents (academic original certificates) will be retained by the organization during this tenure, if you are violating the bond during this tenure you need to pay back the total salary which you have taken from the organization alongside the penalty of dishonor.
3. Your performance will be closely monitored during all the stages. If you have been successful in completing tasks/tests assigned, from the same month onwards you will get salary hike(s).
4. Company pays for performance and contribution and is not liable to pay in the event of non-performance.
5. A detailed agreement with terms and conditions of employment will be signed by you at the time of joining.
6. In addition to the same it is mandatory to produce the original documents, failing which joining formalities will not be initiated.
7. Please sign and return to us a duplicate copy of this letter, as a token of your acceptance.

We welcome you to be part of **TEAM TRYLOGIC**, look forward for a long and mutually beneficial association.

For Try logic Soft Solutions (AP) Pvt. Ltd.



### TRY LOGIC SOFT SOLUTIONS AP PRIVATE LIMITED

An ISO 9001:2008 Certified Company

Co p. Office - #201 & 202, Bhuvana Towers, S.D. Road  
Secunderabad-500 003, Telangana, India  
Tel: +91 -040-4007 9667  
Email: info@trylogic.in, hrd@trylogic.in

RECOGNIZED & ASSOCIATED BY THE FOLLOWING PRESTIGIOUS ORGANIZATIONS



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Date: 7-SEP-2022

Name: Sachin

Appointment Letter

Dear Sachin

Congratulations on being a part of ALK Talent Search LLP.

ALK Talent is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

Employment terms and conditions

1. Date of Joining – 22-SEP-22
2. Location – Noida
3. Designation - HR Executive

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the Client and you shall be bound to abide by the same.

4. Probation

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of 7 days' notice period. During your probation you will not be entitled for any leaves.

5. Working Hours

You shall be required to work from Monday to Saturday or as per the roster fixed by the company. You shall be required to follow the Company's policy. You shall devote your time, attention and ability to the Company and shall perform such duties and exercise assigned to you from time to time by the Company. You shall also comply with instructions, directions, and rules as laid by the company and your supervisor at work location. You are required to be flexible and to undertake all duties assigned to you in your role diligently. You are also expected to undertake reasonable alternative duties

In addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

**6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 50th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

**7. Recovery of Asset**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company. In case of termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

**8. Sanctions, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company may deem to be harmful or detrimental to the interest of the client or the Company, as the Company may take appropriate disciplinary action against you, including without limitation terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

**9. Taxation**

There shall be no provision for grossing up for taxes and you will be responsible for the tax liability with respect to such payments, which will be deducted at source as per the provisions of law in force at the end of the financial year.

**10. Background verification and other obligations**

Your employment with us is contingent upon completion of a background verification, including but not limited to your employment, educational background, criminal history check, to our satisfaction. In case of unsatisfactory completion of your verification and your deputation with the client shall be terminated. You agree and acknowledge that your personal details that may be disclosed by the company for the purposes of conducting your background verification may be disclosed by us in this regard. If any time it should emerge that such disclosure by us is incorrect, or if any material or relevant information has been



suppressed or concealed, it is appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we discover or become aware of such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company you at any time after termination of your services, you shall comply with all confidentially, non-disclosure, non-solicit by the company and/or the company and shall in this respect not disclose or disseminate the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend this Letter from time to time, provided that such amendments to the Letter are not in violation of applicable law.

Place of acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, understandings or communications either formally or informally, in all respects. Any variations of the above terms and conditions will not be valid until executed in writing by the company.

**11. Annual Leaves**

Annual leaves will be 30 Annual leaves as per the rules and regulations of the company.

**12. Retirement**

You will retire from the company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, based on the skills and nature of the project. If necessary, you may also be re-assigned to other projects.

Please provide your permanent address; you will intimate us in writing within three days from the date of joining. We believe we can provide you with an atmosphere in which you can do your best work to the fullest.

Willingness to accept

Signature

Date

Place

For ALK Talent Search LLP:

Authorized Signatory

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information shared during the course of my work shall be treated as confidential. Information's shall not be shared at any point of time to anybody outside organization except when required and authorized during the course of the work.

Signature  
Date  
Place



*[Signature]*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Annexure

Description	Monthly	Annual
Basic	20000	240000
House Rent Allowance	0	0
Special Allowance	0	0
Gross Salary	20000	240000
Performance Linked Incentive (at 100% target achievement)	0	0
Total	20000	240000
Employer Contribution	0	0
PF	0	0
ESI	0	0
Gratuity	0	0
Total	20000	240000
Net Salary	0	0
PF	0	0
ESI	0	0
Gratuity	0	0
Total	0	0
Net Salary	20000	240000



  
Director  
R.D. Engineering College  
Duhai Ghaziabad

## OFFER LETTER

07.07.2021  
Shivam Kashyap  
Production Engineer  
NeOz Energy Pvt. Ltd.  
C-219 BS Road Ghaziabad  
UP-201009

### **Subject: Offer Letter**

**Dear, Shivam Kashyap**

We are pleased to offer you the position of (Production Engineer) at (NeOz Energy Pvt. Ltd.)

We feel confident that you will contribute your skills and experience towards the growth of our organization.

As per the discussion, you will get salary Rs. 23000/- per month and after 3 Month as per your performance we will give you hike Rs. 8000/- in your salary.

As per the discussion your starting date will be on 12.07.2021.

You are requested to carry the following documents at the time of joining.

Photocopies of all the educational certificates.

Relieving letter from the last employer.

Two copies of passport size photographs.

Photocopies of PAN card and Aadhar Card.

Covid-19 Vaccination certificate copy.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.

We look forward to welcoming you on board.

Sincerely

**For (NeOz Energy Pvt. Ltd.)**

  
**(Gopal Giri Goswami)**  
**(HR Manager)**



  
**Director**  
**R.D. Engineering College**  
**Duhai, Ghaziabad**



50  
ml Outsourcing Services Pvt. Ltd.

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

Date: Feb 8<sup>th</sup>, 2023

Shivani Tyagi,

## **SUB: OFFER LETTER**

Dear Shivani Tyagi,

As per our discussions, we are pleased to offer you an appointment in our organization as on mutually agreed terms and conditions.

Your annual CTC would be INR 360000 (Three lakhs sixty thousand). Compensation details are confidential and not to be disclosed to any person other than your immediate manager or undersigned in case you need clarifications. You are requested to join us at the earliest, but not later than Feb 23, 2023. Letter of appointment will be issued on your joining day.

**Note: Offer will be valid only after Background Verification Check & documents verification are satisfied & above CTC shall be applicable only if you join us on or before Feb 23 2023. Any negative BGV check or misstatement on Application Form will result in offer being null & void.**

Please sign and return a copy of this letter as a token of your acceptance of our above offer.

Thanking you,

Yours faithfully,

For ml Outsourcing Services Pvt. Ltd.

Garima Khosla

Talent Acquisition



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## ANNEXURE

Annual/Monthly CTC Shivani Tyagi		
	Annual	Monthly
<b>Salary:</b>		
Basic	144000	12000
<b>Total Salary (A)</b>	<b>144000</b>	<b>12000</b>
<b>Allowances:</b>		
House Rent	72000	6000
Bonus	28800	2400
Other Allowances	63120	5260
<b>Total Allowances (B)</b>	<b>163920</b>	<b>13660</b>
<b>FBP</b>		
FBP CAR	0	0
FBP DRIVER	0	0
MEAL COUPONS	26400	2200
FBP TELEPHONE	0	0
FBP TECH BOOKS	0	0
LTA	0	0
<b>Total FBP (C)</b>	<b>26400</b>	<b>2200</b>
<b>Total Gross Salary (A+B+C)</b>	<b>334320</b>	<b>27860</b>
<b>Fringe Benefits</b>		
Family Medical Insurance	8400	700.00
Employer Contribution to Provident Fund	17280	1440
<b>Total Fringe Benefit (D)</b>	<b>25680</b>	<b>2140</b>
<b>Total CTC (A+B+C+D)</b>	<b>360000</b>	<b>30000</b>

**Note:**

- 1) Medical Insurance is for up to Rs. 400,000/- for family (i.e, Self + Spouse + 2 Kids).
- 2) HRA will be exempted from the taxable salary in accordance with the Income Tax Rules, only on producing the original rent receipts.
- 3) Any changes to the above would have to be confirmed in writing by the company. Income Tax will be deducted on the taxable salary in accordance with the prevailing Income Tax Rules. If you plan to invest or have invested in any Tax saving instruments, you are requested to declare the same in writing at the time of joining and in the April month of subsequent years, in order to compute the appropriate amount of Tax.
- 4) Employee contribution to Provident Fund which is equal to the employer's contribution will be deducted from the monthly gross salary every month.

ml Outsourcing Services Pvt. Ltd.

Agreed and Accepted

Garima Khosla

Shivangi Tyagi  
Associate Executive

Director  
R.D. Engineering College  
Duhai, Ghaziabad

511



# SILEX CHROMATOGRAPHY

"Science we trust"

Dated:- 17/11/2022

## Offer Letter

Dear Shlok Kala

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227791  
Manager - Operations



SILEX CHROMATOGRAPHY  
Date: 17-Nov.-2022



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



52

# SILEX CHROMATOGRAPHY

"Science we trust"

**Dated:-** 17/11/2022

Ms Subhi Tyagi  
Village Kanauja , Muradnagar  
Ghaziabad  
+91-7037449516  
tyagisubhi57@gmail.com

## Offer Letter

Dear Subhi

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 21/Nov./2022. You will be reporting directly to Ms Jyoti Aswal (Manager - Operations). We believe your skills and experience are an excellent match for this position.

The annual starting salary for this position is Rs 12,500 (Fixed Salary) to be paid monthly by direct deposit before 5th Of every month. Your working hours will be from 9.30 A.M. to 5.30 P.M. , Monday to Saturday. The 1st , 2<sup>nd</sup> and 5<sup>th</sup> Saturday of every month will be off (not fixed.)

In addition to this starting salary, benefits for this position includes:-

1. Performance Linked Incentives will be provided at the end of Financial Year based on Company & Individual Performance.
2. Phone Number will be provided by the company.
3. Leave (CL/EL-12, ML-On Actuals, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working performance.
5. 1 annual trip for office staff.

**Notice period/Termination clause :-** In case of resignation you shall serve a notice period of 1 month to the company or salary in lieu thereof. In case of any offense or any violation against the company, you may get terminated from your services immediately.

Please confirm your acceptance of this offer by signing and returning this letter by 21<sup>st</sup> Nov.2022

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For Silex Chromatography  
Sincere  
Jyoti Aswal-8130227791  
Manager - Operations

SILEX CHROMATOGRAPHY  
Date: 17-Nov-2022



Director  
R.D. Engineering College  
Duhai, Gha. ataud

I accepted  
Subhi Tyagi

CIN : U31108DL2006PTC151629

# SACHIN ELECTRICALS PVT. LTD.

Deals in : Installation, Testing & Commissioning

Head Office : 2B/536, Vasundhra, Ghaziabad, Uttar Pradesh-201012

Phone: Head Office: 0120-4155654 • E-mail : [mandal@sachinelectrical.com](mailto:mandal@sachinelectrical.com) • [marketing@sachinelectrical.com](mailto:marketing@sachinelectrical.com)

## Appointment Letter

SEPL/ SMS/2021-2022/58

Date: - 12.01.2022

Ms. SURBHI SHARMA

S/o Mr. Krishan Kumar Sharma, New Defence Colony Muradnagar Ghaziabad-201206

Subject: Letter of Appointment as Account Executive

Dear Ms. SURBHI SHARMA,

This has reference to your application and subsequent interviews you have had with Sachin Electricals Private Limited. We are pleased to appoint you as Account Executive its function as engineering management based at SEPL Head Office. Your employment will be governed by the following terms and conditions:

**1. Monthly Gross Salary**

You will be paid a monthly gross salary of Rs. 20000/- (Rupees Twenty Thousand only) per month.

**2. Working Hours**

Your working hours will be 10.00 Am to 7:00 Pm at office as per the current company policy.

**3. Date of Appointment**

Your date of appointment as per company records is 10.01.2022.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

#### 4. *Salary Increase*

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

#### 5. *Probation Period*

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

#### 6. *Leave*

You will be governed by the current Leave Policy of the company for permanent employees (after Probation Period).

#### 7. *Travel*

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

#### 8. *Responsibilities*

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

#### 9. *Retirement Age*

The normal retirement age for all employees is **60 years**.

#### 10. *Notice Period*

While on probation, this appointment may be terminated by company side by giving **seven days' notice**, or **seven days salary in lieu of notice period** from immediate effect on its sole discretion by company.

You will have to sever 30 days' notice period in case of resignation and it may be increase by sole discretion of management if required to take complete handover. Otherwise company will hold your remaining salary.

#### 11. *Transfer*

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**12. Other work**

Your position with the Company calls for whole time employment and you will 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 on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

**13. Conflict of Interest**

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

**14. Confidential Information**

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

**15. Contract/Bond with Previous Employers.**

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

**16. On termination**

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

**17. General**

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us. We welcome you to the **M/s Sachin Electricals Private Limited** family and trust we will have a long and mutually rewarding association.

Yours faithfully,



Acceptance

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

ANNEXURE-A			
Name : SURBHI SHARMA		DOJ: 10 JAN 2022	
Designation : SURBHI SHARMA		Emp Code : S 1720	
Salary Breakup			
Gross salary per month		20000	
Components In salary	Percentage	Per month	Per annum
Basic Salary	45%	9000	108000
HRA	20%	4000	48000
Conveyance allowances		1600	19200
Special allowances		5400	64800
PF contribution by employee	0%	0	0
ESI contribution by employee	0%	0	0
Professional Tax (PT)		0	0
Total deductions (PF+ESI+PT)		0	0
Net Salary (Gross-Total deductions)		20000	240000



  
 Director  
 R.D. Engineering College  
 Duhal, Ghaziabad

59

REF: MSSL/ IND. TRG — 22/12

Date: 03.10.2022

Tanishka Verma

**SUBJECT: INDUSTRIAL TRAINING**

Dear Tanishka Verma,

This has reference to your application for Industrial training with us. We are pleased to inform you that you are permitted to undergo 8 weeks Industrial Training in our organization. Your training period shall commence w.e.f. 11.10.2022.

You are advised to observe the company's rules and regulations during the tenure of your training.

This training does not grant you any right on employment or employer-employee relationship with the Company and Company is not liable to provide you any type of services or any stipend whatsoever during or on completion of your training.

for Motherson Sumi Wiring India Ltd.

Shsakilth  
e President - HRM



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Date: 9-Nov-2022

Name: Vaibhav Rawat  
Contact No. 8448709884  
Email ID: Rawatvaibhav757@gmail.com

**Appointment Letter**

Dear Vaibhav Rawat

Congratulations on being a part of ALK Talent Search LLP.

**ALK Talent** is one of the leading Indian Staffing Company that employs a large workforce of Associates spread across over multiple clients in across.

Today we have the best and finest team of professionals in this business who are experts in their own field. One of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

**Employment terms and conditions**

1. Date of joining – 09-Nov-22
2. Location – Noida
3. Designation - Executive- Talent Acquisition

During the period of your association with us, you will be required to abide by and adhere to the policies, rules, and regulations of the Client, including but not limited to, Code of Conduct, Discipline, Business Ethics and any amendments made thereof that may be communicated by us or by the Client, from time to time. Such policies, rules and regulations may be subject to modification or amendment at the sole discretion of the ALK Talent Search LLP and you shall be bound to abide by the same.

**4. Probation**

You will be under probation for a period of 6 months from the effective date of your appointment and shall be confirmed based on satisfactory performance during the said period. Your probation may be extended for another period of 6 months based on your performance report. Unless communicated otherwise in writing by the Company, your employment shall stand confirmed on completion of the probation period. During the probation period, either you or us may terminate the employment agreement by giving 7 days' prior written notice or by paying monthly gross salary in lieu of unserved notice period. During your probation you will not be entitle for any leaves.

**5. Duty & Working days**

You shall be required to work from Monday to Saturday or as per the roaster fixed by the company. Leaves can be taken as per the Company's policy. You shall devote your time, attention and ability towards Company and shall perform such duties and exercise assigned to you from time to time by the company. You shall also comply with instructions, directions, and rules as laid by the company and your reporting manager at work location. You are required to be flexible and to undertake all duties associated with your role diligently. You are also expected to undertake reasonable alternative duties



*Director*  
ALK Talent Search LLP

in addition to your normal duties that may be associated with your role and as may be assigned to you by the company, from time to time. The company decision in this regard would stand final and abiding. Your Services may be transferred/ deputed either part time or full time to any other client, section, and subsidiary or associated firm by giving you a prior written notice.

**6. Period of services and Notice period**

During the period of your employment with us for the first Six months, your employment shall be terminated by you or by us, after giving Seven days' notice or compensation in lieu thereof. On successful completion of Six months' service your employment shall be terminated by either you or by us, after giving Fifteen days' notice or compensation in lieu thereof. We reserve the right to terminate your employment on grounds of performance or misconduct not being up to expected standards without any notice period or pay. Should you be placed on Performance Improvement Plan, hereinafter referred to as "PIP", the starting date of PIP will serve as the beginning of your notice period. Should you not performing as per the expectation and we decide that your performance during PIP period was not satisfactory, we shall terminate your employment without giving any further notice or compensation. In case of notice pay recovery, the same will be recovered if you leave the Company before completion of the notice period. If you continue to be employed with us, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day

**7. Recovery of Assets**

You shall be provided with an IT Asset or IT login credentials for your allotted work at the Company location. Upon termination of your engagement with the company, you need to return the IT Asset to the company. In case of any damage to the IT Asset, we shall be entitled to recover the cost of damage or loss of the IT Asset from you. Company, has a right to recover any cash or any asset which may be handed over to you by the company at any time during your employment with us.

**8. Service rules, Discipline and Code of conduct**

During your employment with us, you will not associate yourself with such activities which the Company's opinion may be harmful or detrimental to the interest of the client or the Company, as the case may be. The Company may take appropriate disciplinary action against you, including without limitation, terminating your employment without notice if you are found to be in violation of any rules, discipline and code of conduct that may be communicated to you by us or by the client and the Company.

**9. Personal Tax**

The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules at the end of the financial year.

**10. Background verification and other obligations**

Your engagement with us is contingent upon completion of a background verification, including but not limited to confirmation of prior employment, educational background, criminal history check, to our satisfaction. Company may also conduct your background verification and your deputation with the client shall be subject to satisfactory completion of your verification check by the company that may be conducted by the Company for the said purpose. You agree and acknowledge that your personal details may be shared by us that may be engaged by the company for the purposes of conducting your background verification and you further consent to such disclosure by us in this regard. If any time it should emerge that the details provided by you are false/ incorrect, or if any material or relevant information has been



suppressed or concealed, this appointment will be considered ineffective and would be liable to be terminated immediately without notice. If you are at any time found to be guilty of misconduct, commit any breach of this Letter, or refuse or willfully neglect to perform to the satisfaction of the Company or if we receive any intimation about such breach or misconduct by the company, the Company may at once, without any previous notice, terminate your appointment. During the course of your employment with the company or at any time after termination of your services, you shall comply with all confidentiality obligations imposed by the company and/or the company and shall in this respect not disclose to any person, firm, and the affairs of the company, their customers or any classified and confidential information. Nothing contained herein constitutes a guarantee of employment. Company may amend the provisions of this Letter from time to time, provided that such amendments to the Letter are in accordance with the applicable law.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regard to the subject matter. Any variations of the above terms and conditions will not be valid until expressly made in writing by the Company.

#### 11. Annual Leave/Public Holidays

After Confirmation you will be eligible for 24 Annual leaves as per the rules and regulations of the company.

#### 12. Retirement

You will retire from Company services after completion of 60 years.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change. We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.

Welcome Aboard,

Regards,



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

For ALK Talent Search LLP,

Authorized Signatory

I have read and understood the Appointment letter. I accept all the terms. I also accept that the information accessed by me during the course of my work shall be treated as confidential. Information shall not be divulged at any point of time to anybody outside organization except when required and authorized in writing during the course of the work

Signature :

Date :

Place :

Annexure

Description	Monthly	Annual
Basic	17000	204000
House Rent Allowance	0	0
Special Allowance	0	0
Gross Salary	17000	204000
<b>Performance Linked Incentive (at 100% target achievement)</b>	0	0
<b>TOTAL Gross Salary</b>	17000	204000
Employee Contribution	0	0
PF @ 12 %	0	0
ESIC @ 0.75 %	0	0
Professional Tax	0	0
<b>Take Home</b>	17000	204000
Employer Contribution	0	0
PF @ 12 %	0	0
PF Admin @ 1%	0	0
ESIC @ 3.25%	0	0
Employee Compensation	0	0
Insurance	0	0
<b>CTC</b>	17000	204000



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

(56)

# APOGEE Services Pvt. Ltd.

Under the Brand Name

**APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Date: 12-April-2023

VARSHA SINGHAL

Location: Noida

STRICTLY PRIVATE & CONFIDENTIAL

Dear VARSHA SINGHAL,

This has reference to the discussion you had with us about joining APEX Services deputed at Accenture Services Pvt. Ltd. We are pleased to make an offer of employment with the Company. Please accept our heartiest congratulations. We welcome you to the APEX Team.

- a. Designation : Supply Chain New Associate  
b. Date of Joining : 17-April-2023  
c. Location of Posting : Noida

The term of your employment shall be valid for period, **17-April-2023** till **17-April-2024**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.

Please refer to annexure to this letter for details of your CTC and other allowances.

We would like to share with you some Company practices and policies, to familiarize you with our organization.

### 1. Emoluments & Perquisites

Your Salary Compensation will be **Rs 2,40,000/-** Cost to Company (Two lakh forty thousand) Per Annum. The Break-up will have the following Components:

- Basic Pay
- HRA
- Medical Allowance
- Other Allowances
- Bonus



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

### 2. Working Hours

- Your working hours will be determined by the client
- Client has the discretion to regulate working hours from time to time.

### 3. Leave Policy

- You would be eligible for leaves as per applicability in the state where you are deployed and statutory holidays as per client.
- Leaves can only be availed upon prior approval.

**BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE**

CORPORATE Office: A-2/30, Vijay Khand, Gomi Nagar, LUCKNOW - 226010 ☎ 0522 - 2302985, 4005475.

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN: U74120UP2014PTC066093

# APOGEE Services Pvt. Ltd.

Under the Brand Name

## APEX Services™

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

#### 4. What we expect from you

We hope that you will devote your full time and attention in carrying out the assigned work activities. Honestly, faithfully and diligently keeping in mind at all times the Company's interest and progress. We expect that you will not engage in or do any other business or render any profession service either on full time or part time basis.

We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. Approved timesheets should be sent to APEX Services to avoid discrepancy in payroll. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company. On your joining day, we expect you to sign and execute a confidentiality agreement with company.

#### 5. Termination

We hope your association with us will be a very long one. However, if Company is to decide, the appointment may be terminated by 15 days' notice. If an employee decides otherwise, One month notice or Client Notice whichever is higher needs to be served if the client is unsatisfied with your performance, client notice period will supersede APEX notice period.

**Two days of unauthorized absenteeism will lead to immediate termination from assignment/ project.**

The appointment is subject to your accepting to abide by the Regulations and Guidelines of the Company. We reserve the right to amend the terms and conditions of this appointment to suit new circumstances. Please sign and return the duplicate of this letter in token of your acceptance of the above terms and conditions, at the same time indicating your date of joining, which shall be no later than **17-April-2023** else treat the offer as withdrawn.

#### 6. Miscellaneous

You will be liable for transfer at any time, any place, to head office or to another place, whether existing or to be setup in future, whether situated in the same locality / city or outside as may be considered necessary. The terms and conditions applicable to such other place / establishment will apply to you.

If any declaration given by you at the time of your appointment is found to be wrong or you are found to have willfully suppressed material information, the appointment itself will be deemed to be void and your service would be liable to termination without notice or compensation in lieu thereof.

We wish you all the success in your assignment.

For Apogee Services Pvt. Limited

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorised Signatory

Date:-

Read & Accepted by:

Director  
R.D. Engineering College  
Duhai, Ghaziabad

Signature:-



BANGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE

CORPORATE Office: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010. ☎ : 0522 - 2302985. 4005475.

e-mail: [hr@apexservices.in](mailto:hr@apexservices.in)

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

CIN: U74120UP2014PTC068093

# APOGEE Services Pvt. Ltd.

Under the Brand Name **APEX Services™**

ISO 9001 : 2008 Certified

Outsourcing

Consultancy

Projects

Sourcing

Training

Annexure - I

Name : VARSHA SINGHAL  
Designation : Supply Chain New Associate  
Date of joining : 17-April-2023

Components	Rs. Per Month	Rs. Per Annum
Basic	15000	180000
HRA	1172	14064
Medical Allowance	0	0
Other Allowance	0	0
Bonus	1000	12000
<b>Gross (A)</b>	<b>17172</b>	<b>206064</b>
<b>Employee Contribution</b>		
PF @ 12 %	1800	21600
ESI @ 0.75% of Gross	129	1584
Professional Tax	0	0
Labour Welfare Fund (LWF)	0	0
<b>Sub Total (B)</b>	<b>1929</b>	<b>23148</b>
<b>Employer's Contribution</b>		
PF @ 13 %	1950	23400
ESI @ 3.23% of Gross	558	6696
Insurance	320	3840
Labor Welfare Fund (LWF)	0	0
<b>Sub Total (C)</b>	<b>2828</b>	<b>33936</b>
<b>Take Home ( A-B )</b>	<b>15243</b>	<b>182961</b>
<b>Cost To Company ( A + C )</b>	<b>20000</b>	<b>240000</b>

For Apogee Services Pvt. Limited

Read & Accepted by:



For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorized Signatory

BENGALURU • DELHI • GURGAON • LUCKNOW • MUMBAI • MYSORE • PUNE

Signature:

Director  
R.D. Engineering College  
Duhai, Ghazipur

CORPORATE Office: A-2/30, Vijay Khand, Gomti Nagar, LUCKNOW - 226010 ☎ 0522 - 2302985, 4005475.

e-mail: hr@apexservices.in

www.apexservices.in

CIN: U74120UP2014PTC066093