

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

## PLACEMENT DEPARTMENT

## COURSE - B.TECH (CSE)

## PASSOUT YEAR - (2020-2021)

| 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       | 2020-2021 | 1723110001 | KM SHIVANI       | CSE                    | CARGO FLASH            | info@cargoflash.com           | 9873352690             | 3.2LPA  |
| 2  | 2       | 2020-2021 | 1723110002 | AADITYA RAJ      | CSE                    | MOBISOFT               | hrml@mobisoft.com             | 7838935277             | 3 LPA   |
| 3  | 6       | 2020-2021 | 1723110006 | ADITI TYAGI      | CSE                    | CARGO FLASH , HCL      | info@cargoflash.com           | 9873352690             | 3.2LPA  |
| 4  | 7       | 2020-2021 | 1723110007 | ADITI SETHI      | CSE                    | NOVOINVENT             | info@novoinvent.com           | 0120 434 9075          | 4.20LPA   |
| 5  | 8       | 2020-2021 | 1723110008 | AKANSHA TYAGI    | CSE                    | APAR TECH              | in.hr@apar.com                | 91 120 6127000         | 4.02LPA   |
| 6  | 10      | 2020-2021 | 1723110010 | AKASH TYAGI      | CSE                    | NOVOINVENT             | info@novoinvent.com           | 0120 434 9075          | 4.60LPA   |
| 7  | 12      | 2020-2021 | 1723110012 | AKSHIT TYAGI     | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 9999525801             | 3.5LPA  |
| 8  | 13      | 2020-2021 | 1723110013 | AKSHITA AGGARWAL | CSE                    | WEBKUL                 | hr@webkul.in                  | 9650486699             | 3.2 LPA   |
| 9  | 14      | 2020-2021 | 1723110014 | AKSHITA TYAGI    | CSE                    | NOVOINVENT             | info@novoinvent.com           | 0120 434 9075          | 5.5LPA  |
| 10 | 15      | 2020-2021 | 1723110015 | AMAN SHARMA      | CSE                    | VIR SOFTECH            | corp@virsofttech.com          | 18005717711            | 4LPA  |
| 11 | 16      | 2020-2021 | 1723110016 | AMAN SINGHAL     | CSE                    | VELOCITY SW SOL        | inquiry@velsol.com            | 120-4243310            | 3.5LPA  |
| 12 | 17      | 2020-2021 | 1723110017 | ANANT BANSAL     | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 9999525801             | 2.04LPA   |
| 13 | 18      | 2020-2021 | 1723110018 | ANANT TYAGI      | CSE                    | QA INFOTECH            | bharati.kapoor@qainfotech.net | (0120) 4241270 6101700 | 2.43LPA   |
| 14 | 19      | 2020-2021 | 1723110019 | ANCHAL TYAGI     | CSE                    | TekBeetle IT Solutions | india@technobeetle.com        | 6238 9933 96           | 1.80LPA   |
| 15 | 21      | 2020-2021 | 1723110021 | ANKITA KUMARI    | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 9999525801             | 2.04LPA   |
| 16 | 22      | 2020-2021 | 1723110022 | ANKUL KAUSHIK    | CSE                    | QA INFOTECH            | bharati.kapoor@qainfotech.net | (0120) 4241270 6101700 | 2.43LPA   |
| 17 | 23      | 2020-2021 | 1723110023 | ANKUR            | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 9999525801             | 2.04LPA   |
| 18 | 24      | 2020-2021 | 1723110025 | ASHUTOSH DIWAKAR | CSE                    | MOBISOFT               | hrml@mobisoft.com             | 7838935277             | 3 LPA   |
| 19 | 26      | 2020-2021 | 1723110028 | AVIRAL CHOUDHARY | CSE                    | Redian Software        | sales@rediansoftware.com      | 9870629036             | 0.96LPA   |
| 20 | 27      | 2020-2021 | 1723110029 | AYUSH TYAGI      | CSE                    | QA INFOTECH            | bharati.kapoor@qainfotech.net | (0120) 4241270 6101700 | 2.43LPA   |

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|----|---------|-----------|------------|---------------------|------------------------|------------------------|-------------------------------|------------------------|---|
| 21 | 28      | 2020-2021 | 1723110031 | BOBY PAL            | CSE                    | VIR SOFTECH            | corp@virsofttech.com          | 18005717711            | 4LPA  |
| 22 | 29      | 2020-2021 | 1723110032 | DEEPAK              | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 99995 25801            | 2.04LPA   |
| 23 | 30      | 2020-2021 | 1723110033 | DEEPAK JHA          | CSE                    | NOVOINVENT             | info@novoinvent.com           | 0120 434 9075          | 5.50LPA   |
| 24 | 31      | 2020-2021 | 1723110034 | DEEPAK KUMAR        | CSE                    | NOVOINVENT,QA INFOTECH | bharati.kapoor@qainfotech.net | (0120) 4241270 6101700 | 1.80LPA   |
| 25 | 32      | 2020-2021 | 1723110035 | DEEPANSHU SHARMA    | CSE                    | VIR SOFTECH            | corp@virsofttech.com          | 18005717711            | 4.0LPA  |
| 26 | 33      | 2020-2021 | 1723110036 | DEVESH KUMAR        | CSE                    | ACTE GLOBAL SERVICE    | INFO@ACT.IS                   | 1166157200             | 1.20LPA   |
| 27 | 34      | 2020-2021 | 1723110037 | GOVIND              | CSE                    | Pragmaa                | Info@pragmaedge.com           | 848-999-9090           | 1.20LPA   |
| 28 | 35      | 2020-2021 | 1723110038 | HARSHIT TYAGI       | CSE                    | VIR SOFTECH            | corp@virsofttech.com          | 18005717711            | 4LPA  |
| 29 | 36      | 2020-2021 | 1723110039 | HASNAIN ABBAS ZAIDI | CSE                    | Varaisys               | hrvar@varaisys.in             | +91-8318032714         | 1.8 LPA   |
| 30 | 37      | 2020-2021 | 1723110040 | HIMANSHU JAYANT     | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 99995 25801            | 2.04LPA   |
| 31 | 38      | 2020-2021 | 1723110041 | JAI KISHORE         | CSE                    | WEBKUL                 | hrit@webkul.in                | 9650486699             | 3.2 LPA   |
| 32 | 40      | 2020-2021 | 1723110044 | KM ANANYA KOUSHIK   | CSE                    | MOBISOFT               | hrml@mobisoft.com             | 7838935277             | 3 LPA   |
| 33 | 41      | 2020-2021 | 1723110045 | KM BHARTI           | CSE                    | Redian Software        | sales@rediansoftware.com      | 9870629036             | 0.96LPA   |
| 34 | 42      | 2020-2021 | 1723110046 | KM DIKSHA           | CSE                    | VIR SOFTECH            | corp@virsofttech.com          | 18005717711            | 4.0LPA  |
| 35 | 43      | 2020-2021 | 1723110047 | KM HUSNARA          | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 99995 25801            | 2.04LPA   |
| 36 | 44      | 2020-2021 | 1723110048 | KM KHUSHABOO        | CSE                    | Pragmaa                | Info@pragmaedge.com           | 848-999-9090           | 1.20LPA   |
| 37 | 45      | 2020-2021 | 1723110049 | KM KIRAN CHANDEL    | CSE                    | VIR SOFTECH            | corp@virsofttech.com          | 18005717711            | 4LPA  |
| 38 | 46      | 2020-2021 | 1723110050 | KM KOMAL CHANDEL    | CSE                    | VIR SOFTECH            | corp@virsofttech.com          | 18005717711            | 4LPA  |
| 39 | 47      | 2020-2021 | 1723110051 | KM MANVEE TYAGI     | CSE                    | Varaisys               | hrvar@varaisys.in             | +91-8318032714         | 1.8 LPA   |
| 40 | 48      | 2020-2021 | 1723110052 | KM MOHINI VEERBHAN  | CSE                    | MOBILOITTE             | connect@mobiloitte.com        | 99995 25801            | 2.04LPA   |
| 41 | 50      | 2020-2021 | 1723110054 | KM SWATI PANCHAL    | CSE                    | TckBeetle IT Solutions | india@technobeetle.com        | 6238 9933 96           | 1.80LPA   |
| 42 | 51      | 2020-2021 | 1723110055 | KRITIKA TYAGI       | CSE                    | QA INFOTECH            | bharati.kapoor@qainfotech.net | (0120) 4241270 6101700 | 2.16LPA   |

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|----|---------|-----------|------------|---------------------|------------------------|----------------------------------|--------------------------|----------------|---|
| 43 | 53      | 2020-2021 | 1723110058 | MANISH              | CSE                    | CARGO FLASH , MOBILOITTE         | info@cargoflash.com      | 9873352690     | 2.04LPA   |
| 44 | 54      | 2020-2021 | 1723110059 | MANISHA             | CSE                    | MOBISOFT                         | hrml@mobisoft.com        | 7838935277     | 3 LPA   |
| 45 | 55      | 2020-2021 | 1723110060 | MANTHAN GAUR        | CSE                    | WEBKUL                           | hrit@webkul.in           | 9650486699     | 3.2 LPA   |
| 46 | 56      | 2020-2021 | 1723110061 | MD WALIULLAH        | CSE                    | property arena (NJ) , MOBILOITTE | email@njgroup.in         | 0261-4025901   | 2.04LPA   |
| 47 | 57      | 2020-2021 | 1723110062 | MEHMOOD             | CSE                    | VIR SOFTECH                      | corp@virsofttech.com     | 18005717711    | 4LPA  |
| 48 | 58      | 2020-2021 | 1723110063 | MONIKA JAISWAL      | CSE                    | Pragmaa                          | Info@pragmaedge.com      | 848-999-9090   | 1.44LPA   |
| 49 | 59      | 2020-2021 | 1723110064 | NIKHIL TYAGI        | CSE                    | VIR SOFTECH                      | corp@virsofttech.com     | 18005717711    | 4.0LPA  |
| 50 | 61      | 2020-2021 | 1723110066 | PAKHI SHARMA        | CSE                    | Redian Software                  | sales@rediansoftware.com | 9870629036     | 0.96LPA   |
| 51 | 62      | 2020-2021 | 1723110067 | PARVINDER VATS      | CSE                    | TekBeetle IT Solutions           | india@technobeetle.com   | 6238 9933 96   | 1.80LPA   |
| 52 | 63      | 2020-2021 | 1723110068 | POORVA MITTAL       | CSE                    | NOVOINVENT                       | info@novoinvent.com      | 0120 434 9075  | 4.60LPA   |
| 53 | 64      | 2020-2021 | 1723110069 | PORUSH TYAGI        | CSE                    | WEBKUL                           | hrit@webkul.in           | 9650486699     | 3.2 LPA   |
| 54 | 65      | 2020-2021 | 1723110070 | POSHAN TYAGI        | CSE                    | Varaisys                         | hrvar@varaisys.in        | +91-8318032714 | 1.8 LPA   |
| 55 | 66      | 2020-2021 | 1723110071 | PRACHKA PAL         | CSE                    | TCS                              | xplore.support@tcs.com   | 1800-572-3858  | 3.36LPA   |
| 56 | 67      | 2020-2021 | 1723110072 | PRASHANT SHARMA     | CSE                    | TCS                              | xplore.support@tcs.com   | 1800-572-3858  | 3.36LPA   |
| 57 | 69      | 2020-2021 | 1723110074 | PRIYANSHU CHAUDHARY | CSE                    | VIR SOFTECH                      | corp@virsofttech.com     | 18005717711    | 4LPA  |
| 58 | 70      | 2020-2021 | 1723110075 | PULKIT KUMAR RANJAN | CSE                    | VIR SOFTECH                      | corp@virsofttech.com     | 18005717711    | 4.0LPA  |
| 59 | 71      | 2020-2021 | 1723110076 | RAHUL SOM           | CSE                    | Pragmaa                          | Info@pragmaedge.com      | 848-999-9090   | 4.80LPA   |
| 60 | 72      | 2020-2021 | 1723110078 | RAVI VERMA          | CSE                    | MOBISOFT                         | hrml@mobisoft.com        | 7838935277     | 3 LPA   |
| 61 | 73      | 2020-2021 | 1723110079 | RIA SHARMA          | CSE                    | NOVOINVENT                       | info@novoinvent.com      | 0120 434 9075  | 4.60LPA   |
| 62 | 75      | 2020-2021 | 1723110081 | RISHABH GAUTAM      | CSE                    | TekBeetle IT Solutions           | india@technobeetle.com   | 6238 9933 96   | 1.80LPA   |
| 63 | 76      | 2020-2021 | 1723110083 | RIYA VASHISTHA      | CSE                    | AGICENT TECH                     | sales@agicent.com        | 347-467-1089   | 1.80LPA   |
| 64 | 77      | 2020-2021 | 1723110084 | ROHIT               | CSE                    | VIR SOFTECH                      | corp@virsofttech.com     | 18005717711    | 4.0LPA  |

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|----|---------|-----------|------------|--------------------|------------------------|------------------------|--------------------------|----------------|---|
| 65 | 79      | 2020-2021 | 1723110086 | SABIHA YASMEEN     | CSE                    | WEBKUL                 | hrit@webkul.in           | 9650486699     | 3.2 LPA   |
| 66 | 80      | 2020-2021 | 1723110087 | SAJAL PRATAP SINGH | CSE                    | Varaisys               | hrvar@varaisys.in        | +91-8318032714 | 1.8 LPA   |
| 67 | 81      | 2020-2021 | 1723110088 | SAKIB              | CSE                    | VIR SOFTECH            | corp@virsofttech.com     | 18005717711    | 4LPA  |
| 68 | 82      | 2020-2021 | 1723110089 | SAKSHI             | CSE                    | NOVOINVENT             | info@novoinvent.com      | 0120 434 9075  | 4.60LPA   |
| 69 | 83      | 2020-2021 | 1723110090 | SAKSHI SEHRAWAT    | CSE                    | TekBeetle IT Solutions | india@technobeetle.com   | 6238 9933 96   | 1.80LPA   |
| 70 | 84      | 2020-2021 | 1723110091 | SARTHAK CHADHA     | CSE                    | Redian Software        | sales@rediansoftware.com | 9870629036     | 0.96LPA   |
| 71 | 85      | 2020-2021 | 1723110092 | SATYAM TYAGI       | CSE                    | NOVOINVENT             | info@novoinvent.com      | 0120 434 9075  | 4.60LPA   |
| 72 | 86      | 2020-2021 | 1723110095 | SHANKY TYAGI       | CSE                    | VIR SOFTECH            | corp@virsofttech.com     | 18005717711    | 4LPA  |
| 73 | 88      | 2020-2021 | 1723110097 | SHIVAM TYAGI       | CSE                    | CARGO FLASH            | info@cargoflash.com      | 9873352690     | 3.2LPA  |
| 74 | 89      | 2020-2021 | 1723110098 | SHIVANI CHAUHAN    | CSE                    | MOBISOFT               | hrmi@mobisoft.com        | 7838935277     | 3 LPA   |
| 75 | 90      | 2020-2021 | 1723110099 | SHIVANI KUMARI     | CSE                    | Varaisys               | hrvar@varaisys.in        | +91-8318032714 | 1.8 LPA   |
| 76 | 91      | 2020-2021 | 1723110100 | SHOYAB             | CSE                    | MOBISOFT               | hrmi@mobisoft.com        | 7838935277     | 3 LPA   |
| 77 | 92      | 2020-2021 | 1723110101 | SHREYA GARG        | CSE                    | Varaisys               | hrvar@varaisys.in        | +91-8318032714 | 1.8 LPA   |
| 78 | 93      | 2020-2021 | 1723110102 | SHRISTI VERMA      | CSE                    | MOBISOFT               | hrmi@mobisoft.com        | 7838935277     | 3 LPA   |
| 79 | 94      | 2020-2021 | 1723110103 | SHUBHAM SHARMA     | CSE                    | Varaisys               | hrvar@varaisys.in        | +91-8318032714 | 1.8 LPA   |
| 80 | 95      | 2020-2021 | 1723110104 | SHUBHAM SHARMA     | CSE                    | WEBKUL                 | hrit@webkul.in           | 9650486699     | 3.2 LPA   |
| 81 | 96      | 2020-2021 | 1723110105 | SIDDHARTH TYAGI    | CSE                    | Pragmaa                | Info@pragmaedge.com      | 848-999-9090   | 4.80LPA   |
| 82 | 98      | 2020-2021 | 1723110107 | SUHAIL AHMAD       | CSE                    | VIR SOFTECH            | corp@virsofttech.com     | 18005717711    | 4LPA  |
| 83 | 102     | 2020-2021 | 1723110111 | TANVI VATS         | CSE                    | NOVOINVENT             | info@novoinvent.com      | 0120 434 9075  | 4.60LPA   |
| 84 | 106     | 2020-2021 | 1723110115 | UCHIT CHOUDHARY    | CSE                    | CARGO FLASH            | info@cargoflash.com      | 9873352690     | 3.2LPA  |
| 85 | 107     | 2020-2021 | 1723110116 | UDIT GARG          | CSE                    | Redian Software        | sales@rediansoftware.com | 9870629036     | 0.96LPA   |
| 86 | 110     | 2020-2021 | 1723110119 | VEER PANCHAL       | CSE                    | Pragmaa                | Info@pragmaedge.com      | 848-999-9090   | 4.80LPA   |

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|----|---------|-----------|------------|------------------|------------------------|----------------------|------------------------|---------------|---|
| 87 | 111     | 2020-2021 | 1723110120 | VIKANSHU CHAUHAN | CSE                    | NOVOINVENT           | info@novoinvent.com    | 0120 434 9075 | 2.40LPA   |
| 88 | 116     | 2020-2021 | 1723110125 | YESHYESWITYAGI   | CSE                    | MOBILOITTE           | connect@mobiloitte.com | 99995 25801   | 2.04LPA   |



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

## PLACEMENT DEPARTMENT

## COURSE - B.TECH IT

## PASSOUT YEAR - (2020-2021)

| 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       | 2020-2021 | 1723113001 | AADESH SHARMA       | IT                     | APPAR                                | hr.tech@appar.com         | 18002121737  | 4.40LPA   |
| 2  | 2       | 2020-2021 | 1723113002 | AASTHA              | IT                     | Mobiloitte Technologies (I) Pvt. Ltd | hrd@mobiloitte.com        | 7418852351   | 2.04 LPA  |
| 3  | 3       | 2020-2021 | 1723113004 | AFZAL AHMAD         | IT                     | CREDEX                               | info@credextechnology.com | 14087036930  | 5 LPA   |
| 4  | 4       | 2020-2021 | 1723113006 | AKSHARA BHARDWAJ    | IT                     | VELOCITY                             | hrvelocity@vel.com        | 911204243310 | 4.80LPA   |
| 5  | 5       | 2020-2021 | 1723113007 | ALISHA KARN         | IT                     | APPAR                                | hr.tech@appar.com         | 18002121737  | 4.40LPA   |
| 6  | 8       | 2020-2021 | 1723113010 | ANKIT RAGHAV        | IT                     | Mobiloitte Technologies (I) Pvt. Ltd | hrd@mobiloitte.com        | 7418852351   | 2.04 LPA  |
| 7  | 9       | 2020-2021 | 1723113011 | ANUPAM YADAV        | IT                     | VELOCITY                             | hrvelocity@vel.com        | 911204243310 | 4.80LPA   |
| 8  | 10      | 2020-2021 | 1723113014 | CHIRANJEEV VATS     | IT                     | Varaisys                             | INFOHR@VARAISYS.COM       | 8318032714   | 1.80 LPA  |
| 9  | 11      | 2020-2021 | 1723113015 | DIVYANSHU SHARMA    | IT                     | VELOCITY                             | hrvelocity@vel.com        | 911204243310 | 4.80LPA   |
| 10 | 12      | 2020-2021 | 1723113016 | DUSHYANT KUMAR      | IT                     | CREDEX                               | info@credextechnology.com | 14087036930  | 5 LPA   |
| 11 | 14      | 2020-2021 | 1723113018 | HANSIKA KARN        | IT                     | APPAR                                | hr.tech@appar.com         | 18002121737  | 4.40LPA   |
| 12 | 15      | 2020-2021 | 1723113020 | ISHIKA TYAGI        | IT                     | CREDEX                               | info@credextechnology.com | 14087036930  | 5 LPA   |
| 13 | 16      | 2020-2021 | 1723113022 | NISHANT KUMAR TYAGI | IT                     | VELOCITY                             | hrvelocity@vel.com        | 911204243310 | 4.80LPA   |
| 14 | 18      | 2020-2021 | 1723113025 | PRATHAM SHARMA      | IT                     | Mobiloitte Technologies (I) Pvt. Ltd | hrd@mobiloitte.com        | 7418852351   | 2.04 LPA  |
| 15 | 19      | 2020-2021 | 1723113026 | ROHIT               | IT                     | VELOCITY                             | hrvelocity@vel.com        | 911204243310 | 4.80LPA   |
| 16 | 21      | 2020-2021 | 1723113030 | SIDDHANT GOEL       | IT                     | APPAR                                | hr.tech@appar.com         | 18002121737  | 4.40LPA   |
| 17 | 23      | 2020-2021 | 1823113901 | DEEPA RANI          | IT                     | Varaisys                             | INFOHR@VARAISYS.COM       | 8318032714   | 1.80 LPA  |

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

## PLACEMENT DEPARTMENT

## COURSE - B.TECH ECE

## PASSOUT YEAR - (2020-2021)

| 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  | 5       | 2020-2021 | 1723131002 | ABHIJEET CHAUDHARY    | ECE                    | PLANET PCI           | sales@planetpci.com          | +91-1244111999 | 2.41 LPA  |
| 2  | 6       | 2020-2021 | 1723131003 | ABHISHEK JHA          | ECE                    | MOBILOITTE           | connect@mobiloitte.com       | -9999525710    | 2.04 LPA  |
| 3  | 7       | 2020-2021 | 1723131005 | ARUN KUMAR            | ECE                    | MOBILOITTE           | connect@mobiloitte.com       | -9999525710    | 2.04 LPA  |
| 4  | 8       | 2020-2021 | 1723131006 | ASHISH KUMAR          | ECE                    | PLANET PCI           | sales@planetpci.com          | +91-1244111999 | 2.41 LPA  |
| 5  | 9       | 2020-2021 | 1723131007 | HIMANSHU CHAUDHARY    | ECE                    | SPARK MINDA          | query@minda.co.in            | 011-33145145   | 1.20 LPA  |
| 6  | 10      | 2020-2021 | 1723131009 | KM ANJALI             | ECE                    | MOBILOITTE           | connect@mobiloitte.com       | -9999525710    | 2.04 LPA  |
| 7  | 11      | 2020-2021 | 1723131010 | KM ANSHU SHARMA       | ECE                    | VANSH CONSTRUCTION   | vanshconstruction6@gmail.com | 8881482100     | 2.80LPA   |
| 8  | 12      | 2020-2021 | 1723131011 | KM JYOTI              | ECE                    | SPARK MINDA          | query@minda.co.in            | 011-33145145   | 1.20 LPA  |
| 9  | 13      | 2020-2021 | 1723131012 | KM JYOTI              | ECE                    | MOBILOITTE           | connect@mobiloitte.com       | -9999525710    | 2.04 LPA  |
| 10 | 15      | 2020-2021 | 1723131014 | MANISH KUMAR HALDONUA | ECE                    | VANSH CONSTRUCTION   | vanshconstruction6@gmail.com | 8881482100     | 2.80LPA   |
| 11 | 16      | 2020-2021 | 1723131015 | MEENAL                | ECE                    | PLANET PCI           | sales@planetpci.com          | +91-1244111999 | 2.41 LPA  |
| 12 | 19      | 2020-2021 | 1723131018 | PREETI MANRAL         | ECE                    | VANSH CONSTRUCTION   | vanshconstruction6@gmail.com | 8881482100     | 2.80LPA   |
| 13 | 21      | 2020-2021 | 1723131021 | RHYTHM PANWAR         | ECE                    | PLANET PCI           | sales@planetpci.com          | +91-1244111999 | 2.41 LPA  |
| 14 | 22      | 2020-2021 | 1723131022 | RITESH BISHT          | ECE                    | VANSH CONSTRUCTION   | vanshconstruction6@gmail.com | 8881482100     | 2.80LPA   |
| 15 | 23      | 2020-2021 | 1723131023 | RITIK SIWACH          | ECE                    | VANSH CONSTRUCTION   | vanshconstruction6@gmail.com | 8881482100     | 2.80LPA   |
| 16 | 24      | 2020-2021 | 1723131026 | SAKSHI TOMAR          | ECE                    | VANSH CONSTRUCTION   | vanshconstruction6@gmail.com | 8881482100     | 2.80LPA   |
| 17 | 25      | 2020-2021 | 1723131027 | SAVANT GIRI           | ECE                    | MOBILOITTE           | connect@mobiloitte.com       | -9999525710    | 2.04 LPA  |
| 18 | 27      | 2020-2021 | 1723131031 | VISHAL                | ECE                    | PLANET PCI           | sales@planetpci.com          | +91-1244111999 | 2.41 LPA  |

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| SR | REP 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) |
|----|---------|-----------|------------|-------------|------------------------|----------------------|-------------------|--------------|---|
| 19 | 28      | 2020-2021 | 1723131032 | VIVEK SINGH | ECE                    | SPARK MINDA          | query@minda.co.in | 011-33145145 | 1.20 LPA  |

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

## PLACEMENT DEPARTMENT

## COURSE - B.TECH (ME)

## PASSOUT YEAR - (2020-2021)

| SR | 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  | 4       | 2020-2021 | 1723140004 | ABHISHEK           | ME                     | BRITO IT Services Private Limited | rsisodia740@gmail.com     | 097172 77373   | 1.8 LPA   |
| 2  | 5       | 2020-2021 | 1723140005 | AKSHAY PAL         | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 3  | 7       | 2020-2021 | 1723140009 | ASHISH SHARMA      | ME                     | SPA PRIVATE LIMITED               | spa.associate@hotmail.com | 011-45675500   | 2.16 LPA  |
| 4  | 9       | 2020-2021 | 1723140011 | BHASKAR CHOUDHARY  | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 5  | 10      | 2020-2021 | 1723140012 | BUNIL SAHANI       | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 6  | 12      | 2020-2021 | 1723140014 | DEEPAK KUMAR       | ME                     | SPA PRIVATE LIMITED               | spa.associate@hotmail.com | 011-45675500   | 2.16 LPA  |
| 7  | 13      | 2020-2021 | 1723140015 | DEEPAK KUMAR       | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 8  | 14      | 2020-2021 | 1723140016 | DEEPAK KUMAR GUPTA | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |
| 9  | 15      | 2020-2021 | 1723140017 | GAURAV SAINI       | ME                     | SPA PRIVATE LIMITED               | spa.associate@hotmail.com | 011-45675500   | 2.16 LPA  |
| 10 | 16      | 2020-2021 | 1723140020 | HARSHIT SINGHAL    | ME                     | BRITO IT Services Private Limited | rsisodia740@gmail.com     | 097172 77373   | 1.8 LPA   |
| 11 | 18      | 2020-2021 | 1723140022 | JAYPRAKASH PAL     | ME                     | BRITO IT Services Private Limited | rsisodia740@gmail.com     | 097172 77373   | 1.8 LPA   |
| 12 | 19      | 2020-2021 | 1723140023 | KM SHIVANI RAJ     | ME                     | SPA PRIVATE LIMITED               | spa.associate@hotmail.com | 011-45675500   | 2.16 LPA  |
| 13 | 20      | 2020-2021 | 1723140024 | KUNAL KUMAR        | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |
| 14 | 21      | 2020-2021 | 1723140025 | LOKESH GAUTAM      | ME                     | BRITO IT Services Private Limited | rsisodia740@gmail.com     | 097172 77373   | 1.8 LPA   |
| 15 | 22      | 2020-2021 | 1723140028 | MONU               | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 16 | 23      | 2020-2021 | 1723140029 | MUKESH YADAV       | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 17 | 24      | 2020-2021 | 1723140030 | NISHANT            | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |
| 18 | 25      | 2020-2021 | 1723140031 | NITESH KUMAR       | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |
| 19 | 26      | 2020-2021 | 1723140032 | NITIN MISHRA       | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |
| 20 | 27      | 2020-2021 | 1723140033 | NIKHIL RAGHAV      | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |

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| SN | REF NO. | YEAR      | BULL 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      | 2020-2021 | 1723140034 | RAHUL KUMAR GAUTAM        | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 22 | 31      | 2020-2021 | 1723140037 | SHIKHAR TYAGI             | ME                     | BRITO IT Services Private Limited | rsisodia740@gmail.com     | 097172 77373   | 1.8 LPA   |
| 23 | 33      | 2020-2021 | 1723140039 | SHYAM SINGH               | ME                     | SPA PRIVATE LIMITED               | spa.associate@hotmail.com | 011-45675500   | 2.16 LPA  |
| 24 | 34      | 2020-2021 | 1723140040 | SUMIT KUMAR               | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 25 | 36      | 2020-2021 | 1723140042 | SURAJ KUSHWAHA            | ME                     | SPA PRIVATE LIMITED               | spa.associate@hotmail.com | 011-45675500   | 2.16 LPA  |
| 26 | 37      | 2020-2021 | 1823140901 | MOHIT KUMAR SINGH         | ME                     | Jayshree Polymer                  | quiqrhr@gmail.com         | 91-20-30691402 | 2.04 LPA  |
| 27 | 38      | 2020-2021 | 1823140902 | NISHANT SWAROOP GOUR      | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |
| 28 | 39      | 2020-2021 | 1823140903 | SHIVAM SHARMA             | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |
| 29 | 40      | 2020-2021 | 1823140904 | SHIVAM TYAGI              | ME                     | BRITO IT Services Private Limited | rsisodia740@gmail.com     | 097172 77373   | 1.8 LPA   |
| 30 | 41      | 2020-2021 | 1765440023 | VISSAKOTI DURGA SAI KIRAN | ME                     | Mechomotive                       | info@mechmotive.com       | 8958426009     | 1.8 LPA   |

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

## PLACEMENT DEPARTMENT

## COURSE - B.TECH CIVIL

## PASSOUT YEAR - (2020-2021)

| 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  | 5       | 2020-2021 | 1723100005 | ANSHUMAN SINGH       | CE                     | ZFPN                 | zfpn.cons@gmail.com         | 8048250410      | 1.5LPA  |
| 2  | 6       | 2020-2021 | 1723100006 | ASHAWANI KUMAR       | CE                     | VANSH CONSTRUCTION   | pksaudit112@gmail.com       | 91-120-4243310  | 2.8LPA  |
| 3  | 9       | 2020-2021 | 1723100012 | HIMANSHU SINGH       | CE                     | ZFPN                 | zfpn.cons@gmail.com         | 8048250410      | 1.5LPA  |
| 4  | 10      | 2020-2021 | 1723100013 | KM MUKTA JAIWAL      | CE                     | ZFPN                 | zfpn.cons@gmail.com         | 8048250410      | 1.5LPA  |
| 5  | 11      | 2020-2021 | 1723100015 | NIRAJ GAUTAM         | CE                     | VANSH CONSTRUCTION   | pksaudit112@gmail.com       | 91-120-4243310  | 2.8LPA  |
| 6  | 13      | 2020-2021 | 1723100018 | RAVI RANJAN KUMAR    | CE                     | VANSH CONSTRUCTION   | pksaudit112@gmail.com       | 91-120-4243310  | 2.8LPA  |
| 7  | 15      | 2020-2021 | 1723100020 | SAMSHUL              | CE                     | VANSH CONSTRUCTION   | pksaudit112@gmail.com       | 91-120-4243310  | 2.8LPA  |
| 8  | 16      | 2020-2021 | 1723100021 | SANDEEP KUMAR        | CE                     | VELOCITY             | hr@velocityconsultancy.com. | 91-120-424-3310 | 5.2LPA  |
| 9  | 17      | 2020-2021 | 1723100023 | SUMIT                | CE                     | Mobiloitte           | hrd@mobiloitte.com          | 91-9999525801   | 2.04 LPA  |
| 10 | 18      | 2020-2021 | 1723100024 | TUSHAR THAKUR        | CE                     | ZFPN                 | zfpn.cons@gmail.com         | 8048250410      | 1.5LPA  |
| 11 | 19      | 2020-2021 | 1723100025 | UMAIR ALI KHAN       | CE                     | VIR                  | corp@virsofttech.com        | 91-120-4325497  | 4.0 LPA   |
| 12 | 20      | 2020-2021 | 1723100026 | UMESH CHANDRA BHARTY | CE                     | Mobiloitte           | hrd@mobiloitte.com          | 91-9999525801   | 2.04 LPA  |
| 13 | 21      | 2020-2021 | 1723100027 | VISHAL               | CE                     | ZFPN                 | zfpn.cons@gmail.com         | 8048250410      | 1.5LPA  |
| 14 | 22      | 2020-2021 | 1723100028 | YOGESH               | CE                     | VANSH CONSTRUCTION   | pksaudit112@gmail.com       | 91-120-4243310  | 2.8LPA  |
| 15 | 23      | 2020-2021 | 1765400011 | SHWETA               | CE                     | ZFPN                 | zfpn.cons@gmail.com         | 8048250410      | 1.5LPA  |

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

## PLACEMENT DEPARTMENT

## COURSE - MCA

## PASSOUT YEAR - (2020-2021)

| SN | REP 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       | 2020-2021 | 1902310149001 | ABHISHEK GARG     | MCA                         | CARGO FLASH          | info@cargoflash.com            | 9873352690        | 2.8LPA  |
| 2  | 2       | 2020-2021 | 1902310149002 | ABHISHEK KASHYAP  | MCA                         | HYNIX                | hr@skhms.com                   | 91-11-46792260    | 2.8LPA  |
| 3  | 3       | 2020-2021 | 1902310149003 | ADITI DIXIT       | MCA                         | REDIAN               | enquiry@radianthrsolutions.com | 91 8447 169169    | 0.96LPA   |
| 4  | 4       | 2020-2021 | 1902310149004 | ADITYA SHARMA     | MCA                         | HYNIX                | info@hynix.com                 | 408-514-3500      | 2.8LPA  |
| 5  | 5       | 2020-2021 | 1902310149005 | ADITYA KUMAR      | MCA                         | Velocity             | Hello@VelocityGlobal.com       | +1 (303) 309-2894 | 2.40LPA   |
| 6  | 6       | 2020-2021 | 1902310149007 | AKARSH GAUD       | MCA                         | VIR                  | info@vir.bio                   | 415 9064324       | 4.0LPA  |
| 7  | 7       | 2020-2021 | 1902310149008 | AKASH KUMAR       | MCA                         | HYNIX                | hr@skhms.com                   | 408-514-3500      | 2.8LPA  |
| 8  | 8       | 2020-2021 | 1902310149009 | AKSHIT SHARMA     | MCA                         | REDIAN               | enquiry@radianthrsolutions.com | 91 8447 169169    | 0.96LPA   |
| 9  | 9       | 2020-2021 | 1902310149010 | AMAN KUMAR MISHRA | MCA                         | COGNIZANT            | inquiry@cognizant.com          | (044) 42096000    | 3.38LPA   |
| 10 | 11      | 2020-2021 | 1902310149012 | ARSHAD ALI        | MCA                         | PRAGAMMA             | Info@pragmaedge.com            | 848-999-9090      | 4.6LPA  |
| 11 | 12      | 2020-2021 | 1902310149014 | ASHU              | MCA                         | CRATERZONE           | contact@craterzone.com         | 75 03 030472      | 1.92LPA   |
| 12 | 13      | 2020-2021 | 1902310149015 | CHE TAN RAJPUT    | MCA                         | Velocity             | Hello@VelocityGlobal.com       | +1 (303) 309-2894 | 2.40LPA   |
| 13 | 14      | 2020-2021 | 1902310149016 | DEEPAK            | MCA                         | REDIAN               | enquiry@radianthrsolutions.com | 91 8447 169169    | 0.96LPA   |
| 14 | 15      | 2020-2021 | 1902310149017 | DEEPAK KUMAR JHA  | MCA                         | VIR                  | info@vir.bio                   | 415 9064324       | 4.0LPA  |
| 15 | 16      | 2020-2021 | 1902310149018 | DIGVIJAY          | MCA                         | CARGO FLASH          | info@cargoflash.com            | 9873352690        | 2.8LPA  |

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| SN | REF NO. | YEAR      | BOLL 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) |
|----|---------|-----------|---------------|---------------------|-----------------------------|----------------------|--------------------------------|-------------------|---|
| 16 | 17      | 2020-2021 | 1902310149019 | DIVYAM              | MCA                         | Velocity             | Hello@VelocityGlobal.com       | +1 (303) 309-2894 | 2.40LPA   |
| 17 | 20      | 2020-2021 | 1902310149022 | KM MAHIMA           | MCA                         | COGNIZANT            | inquiry@cognizant.com          | (044) 42096000    | 3.38LPA   |
| 18 | 21      | 2020-2021 | 1902310149024 | KM. INDRAMOHINI     | MCA                         | Velocity             | Hello@VelocityGlobal.com       | +1 (303) 309-2894 | 2.40LPA   |
| 19 | 22      | 2020-2021 | 1902310149025 | KM. SWEETY TYAGI    | MCA                         | PRAGAMMA             | Info@pragmaedge.com            | 848-999-9090      | 4.6LPA  |
| 20 | 23      | 2020-2021 | 1902310149026 | MANISHA PANCHAL     | MCA                         | VIR                  | info@vir.bio                   | 415 9064324       | 4.0LPA  |
| 21 | 24      | 2020-2021 | 1902310149027 | MANSI               | MCA                         | BRITO                | johndebritto95@gmail.com       | (888) 372-8723    | 1.8LPA  |
| 22 | 28      | 2020-2021 | 1902310149031 | MOHIT TYAGI         | MCA                         | CRATERZONE           | contact@craterzone.com         | 75 03 030472      | 1.92LPA   |
| 23 | 29      | 2020-2021 | 1902310149032 | NADEEM AKHTAR       | MCA                         | CARGO FLASH          | info@cargoflash.com            | 9873352690        | 2.8LPA  |
| 24 | 30      | 2020-2021 | 1902310149033 | NEHAL TYAGI         | MCA                         | VIR                  | info@vir.bio                   | 415 9064324       | 4.0LPA  |
| 25 | 31      | 2020-2021 | 1902310149034 | NISHANK TYAGI       | MCA                         | REDIAN               | enquiry@radianthrsolutions.com | 91 8447 169169    | 0.96LPA   |
| 26 | 33      | 2020-2021 | 1902310149037 | PRAVEEN KUMAR DUBEY | MCA                         | HYNIX                | hr@skhms.com                   | 408-514-3500      | 1.8LPA  |
| 27 | 34      | 2020-2021 | 1902310149038 | PRIYA TYAGI         | MCA                         | VIR                  | info@vir.bio                   | 415 9064324       | 4.0LPA  |
| 28 | 36      | 2020-2021 | 1902310149040 | ROBIN SINGHAL       | MCA                         | COGNIZANT            | inquiry@cognizant.com          | (044) 42096000    | 3.38LPA   |
| 29 | 37      | 2020-2021 | 1902310149041 | SAGAR GIRI          | MCA                         | Velocity             | Hello@VelocityGlobal.com       | +1 (303) 309-2894 | 5.20LPA   |
| 30 | 38      | 2020-2021 | 1902310149043 | SATVINDER SINGH     | MCA                         | REDIAN               | enquiry@radianthrsolutions.com | 91 8447 169169    | 0.96LPA   |
| 31 | 40      | 2020-2021 | 1902310149046 | SHORYA RANA         | MCA                         | VIR                  | info@vir.bio                   | 415 9064324       | 4.0LPA  |
| 32 | 42      | 2020-2021 | 1902310149048 | SHWETA TYAGI        | MCA                         | COGNIZANT            | inquiry@cognizant.com          | (044) 42096000    | 3.38LPA   |
| 33 | 44      | 2020-2021 | 1902310149050 | SPARSH BHARDWAJ     | MCA                         | PRAGAMMA             | Info@pragmaedge.com            | 848-999-9090      | 4.60LPA   |

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| 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) |
|----|---------|-----------|---------------|---------------|-----------------------------|----------------------|-----------------------|----------------|---|
| 34 | 45      | 2020-2021 | 1902310149051 | SUNIL         | MCA                         | HYNIX                | hr@skhms.com          | 408-514-3500   | 2.8LPA  |
| 35 | 47      | 2020-2021 | 1902310149053 | UJJAWAL TYAGI | MCA                         | COGNIZANT            | inquiry@cognizant.com | (044) 42096000 | 3.38LPA   |

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

## PLACEMENT DEPARTMENT

## COURSE - MBA

## PASSOUT YEAR - (2020-2021)

| 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       | 2020-2021 | 1902310700001 | AAKARSH GARG        | MBA                         | RI RCM                  | ugoel@R1RCM.com         | 0124 487 9200 | 2.85LPA   |
| 2  | 2       | 2020-2021 | 1902310700002 | ABHINAV CHAUDHARY   | MBA                         | NETAMBIT                | hr@netambit.in          | 9875689541    | 2.04LPA   |
| 3  | 4       | 2020-2021 | 1902310700005 | AKASH MATHUR        | MBA                         | MI OUTSOURCING SERVICES | info@mindlance.com      | 1204568202    | 3.60LPA   |
| 4  | 5       | 2020-2021 | 1902310700006 | AKASH TYAGI         | MBA                         | SEOCZAR                 | info@seoczar.com        | 7838759114    | 1.44LPA   |
| 5  | 6       | 2020-2021 | 1902310700007 | AKSHAY KUMAR        | MBA                         | SIELEX                  | sales@silexamerica.com  | 866-765-8761  | 1.5LPA  |
| 6  | 7       | 2020-2021 | 1902310700008 | ALOK PATEL          | MBA                         | COGENT                  | hr@cogentservices.com   | 1204356517    | 1.89LPA   |
| 7  | 9       | 2020-2021 | 1902310700010 | ANCHAL              | MBA                         | SIELEX                  | jane@silex-partners.com | 8130220791    | 1.5LPA  |
| 8  | 10      | 2020-2021 | 1902310700011 | ANUJ DAHIYA         | MBA                         | MI OUTSOURCING SERVICES | info@mindlance.com      | 1204568202    | 3.60LPA   |
| 9  | 11      | 2020-2021 | 1902310700012 | ARPIT GUPTA         | MBA                         | APOGEE SERVICES         | hr@apexservice.in       | 5222302985    | 2,40LPA   |
| 10 | 13      | 2020-2021 | 1902310700016 | DOLI                | MBA                         | RI RCM                  | ugoel@R1RCM.com         | 0124 487 9200 | 2.85LPA   |
| 11 | 14      | 2020-2021 | 1902310700018 | HIMANSHU            | MBA                         | COGENT                  | hr@cogentservices.com   | 1204356517    | 1.90LPA   |
| 12 | 16      | 2020-2021 | 1902310700022 | KISHLAY KUMAR       | MBA                         | RAINET                  | info@rainet.co.in       | 070534 48701  | 1.44LPA   |
| 13 | 17      | 2020-2021 | 1902310700024 | KM SANGEETA CHAUHAN | MBA                         | NETAMBIT                | hr@netambit.in          | 9875689541    | 2.04LPA   |
| 14 | 18      | 2020-2021 | 1902310700025 | LALITA DIWAKAR      | MBA                         | RI RCM                  | ugoel@R1RCM.com         | 0124 487 9200 | 2.85LPA   |
| 15 | 19      | 2020-2021 | 1902310700026 | MOHIT YADAV         | MBA                         | RAINET                  | info@rainet.co.in       | 070534 48701  | 1.44LPA   |
| 16 | 20      | 2020-2021 | 1902310700028 | MOSIN KHAN          | MBA                         | RAINET                  | info@rainet.co.in       | 070534 48701  | 1.44LPA   |

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|    |    |           |               |                   |     |                    |                           |                |         |
|----|----|-----------|---------------|-------------------|-----|--------------------|---------------------------|----------------|---------|
| 17 | 21 | 2020-2021 | 1902310700029 | NAVEEN KUMAR      | MBA | LK TALENT          | hr@alktalent.in           | 1204292862     | 2.40LPA |
| 18 | 22 | 2020-2021 | 1902310700030 | NEELAM            | MBA | MOTHERSON          | info@motherson.com        | 91-120-6679500 | 1.44LPA |
| 19 | 23 | 2020-2021 | 1902310700031 | NIKITA TYAGI      | MBA | NUTRAJ             | customercare@nutraj.com   | 099710 95414   | 1.44LPA |
| 20 | 24 | 2020-2021 | 1902310700032 | PRACHI SACHDEVA   | MBA | SACHIN ELECTRICALS | info@sachinelectrical.com | 8860640688     | 2.40LPA |
| 21 | 25 | 2020-2021 | 1902310700034 | PRASHANT SHARMA   | MBA | SITS               | info@sitspa.it            | +39 02 89144 1 | 1.68LPA |
| 22 | 26 | 2020-2021 | 1902310700035 | PRASHANT TYAGI    | MBA | SEOCZAR            | hr@seoczar.com            | 7042086024     | 1.44LPA |
| 23 | 27 | 2020-2021 | 1902310700036 | PRITI             | MBA | LK TALENT          | hr@alktalent.in           | 1204292862     | 2.40LPA |
| 24 | 28 | 2020-2021 | 1902310700038 | PUNAMI NATH       | MBA | NETAMBIT           | hr@netambit.in            | 9875689541     | 2.04LPA |
| 25 | 29 | 2020-2021 | 1902310700039 | RADHA FULERA      | MBA | SEOCZAR            | hr@seoczar.com            | 7042086024     | 1.44LPA |
| 26 | 31 | 2020-2021 | 1902310700041 | RAMAN TYAGI       | MBA | SEOCZAR            | hr@seoczar.com            | 7042086024     | 1.44LPA |
| 27 | 32 | 2020-2021 | 1902310700043 | SACHIN MISHRA     | MBA | COGENT             | hr@cogentservices.com     | 1204356517     | 1.89LPA |
| 28 | 33 | 2020-2021 | 1902310700044 | SAGAR KUMAR       | MBA | RI RCM             | ugoel@R1RCM.com           | 0124 487 9200  | 2.85LPA |
| 29 | 34 | 2020-2021 | 1902310700045 | SAMBHAV GARG      | MBA | SACHIN ELECTRICALS | info@sachinelectrical.com | 8860640688     | 2.40LPA |
| 30 | 35 | 2020-2021 | 1902310700046 | SHALINI KUSHWAHA  | MBA | SITS               | info@sitspa.it            | +39 02 89144 1 | 1.68LPA |
| 31 | 36 | 2020-2021 | 1902310700047 | SHASHANK KANSAL   | MBA | SACHIN ELECTRICALS | info@sachinelectrical.com | 8860640688     | 2.40LPA |
| 32 | 38 | 2020-2021 | 1902310700050 | SHIVAM KUMAR      | MBA | MOTHERSON          | info@motherson.com        | 91-120-6679500 | 1.44LPA |
| 33 | 39 | 2020-2021 | 1902310700051 | SHIVANI CHAUDHARY | MBA | NUTRAJ             | customercare@nutraj.com   | 099710 95414   | 1.44LPA |
| 34 | 40 | 2020-2021 | 1902310700052 | SHUBHANKAR SHARMA | MBA | SITS               | info@sitspa.it            | +39 02 89144 1 | 1.68LPA |
| 35 | 41 | 2020-2021 | 1902310700053 | SONAM             | MBA | MOTHERSON          | info@motherson.com        | 91-120-6679500 | 1.44LPA |
| 36 | 42 | 2020-2021 | 1902310700054 | SONIYA SINGH      | MBA | SIELEX             | sales@silexamerica.com    | 866-765-8761   | 1.50LPA |
| 37 | 43 | 2020-2021 | 1902310700056 | VAISHALI          | MBA | MOTHERSON          | info@motherson.com        | 91-120-6679500 | 1.44LPA |

Director  
R.D. Engineering College  
T&P





SESSION (2020-2021)

OFFER LETTER

CSE & ALLIED BRANCHES



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

4th March 2021

im Shivani

**Offer For Internship**

Dear Ms Shivani,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a six months Internship with us as an **Intern - Engineering** with monthly stipend of **INR 6,000/- (Rupees Six Thousand)**. On completion of the internship period your appointment shall be confirmed as **Project- Engineering** on **INR 3.2LPA.**

Your internship is scheduled to start effective from 22<sup>nd</sup> March 2021 to 22<sup>nd</sup> September 2021

Note: This offer is valid subject to verification of employment from your College/ University.

**Yours Faithfully,**  
**For Cargo Flash Infotech Pvt. Ltd.**

*Handwritten signature: Natasha Rae*  
Ms. Natasha Rae  
Manager- People and Training



Strategic  
Partner



*Handwritten signature: Director*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





**MOBISOFT LABS**

APP. WEB. GAMES

2

## Appointment Letter

**Dear Aaditya Raj,**  
Congratulations!

**Date: 01-02-2021**

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 4<sup>th</sup>, 2021 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 noncompete 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.



  
Director  
P.D. Engineering College  
Gurgaon



**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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



  
Director  
R.D. Engineering College  
Dunai, Ghaziabad

4th March 2021

Aditi Tyagi

**Offer For Internship**

Dear Aditi Tyagi,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a six months Internship with us as an **Intern - Engineering** with monthly stipend of **INR 6,000/- (Rupees Six Thousand Only)**. On completion of the internship period your appointment shall be confirmed as **Project- Engineering** on **CTC INR 3.2LPA.**

Your internship is scheduled to start effective from 22<sup>nd</sup> March 2021 to 22<sup>nd</sup> September 2021

Note: This offer is valid subject to verification of employment from your College/ University.

**Yours Faithfully,**  
For Cargo Flash Infotech Pvt. Ltd.

*Natasha Rae*

Ms. Natasha Rae  
HR Manager- People and Training



Strategic  
Partner



Director  
R.D. Engineering College  
Duhai, Ghaziabad



07



**NovoInvent Software Pvt. Ltd.**

Sixth Floor, Tower1, Stellar IT Park

C-25, Sec-62, Noida-201309

Tel: +91 120 - 4349074/75

Aditi Sethi  
RD Engineering College

Jan 21, 2021

Dear Aditi,

Congratulations, we have selected you based on your performance on our internship program. It is my pleasure to formally confirm our offer to you to join NovoInvent Software (hereinafter, "the Company") as a Software Engineer, based in our Noida office. You will continue on an internship with us until May 31, 2021 on the existing terms and conditions of your internship offer and have the opportunity to join as an employee at a mutually agreed upon date in June 2021. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining NovoInvent Software.

#### TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you.

#### COMPENSATION

Once you have joined us as an employee, you will have the opportunity to receive a total compensation (CTC) of **Rs. 5,50,000/-** for your first year with us as per the details below. Please note that there is a variable performance-based component of this total salary package and receiving the maximum amount will require performance at a high level in your work as a software engineer for the Firm.

You will be eligible for increments based on performance reviews for future years with us.

Your compensation, once you join as an employee, will include the following components:

#### Salary

- Your salary will be at the **annual rate of Rs. 4,20,000.00** including basic pay and allowances, to be paid in monthly installments in the first working week of every month, less applicable taxes and deductions.

#### Annual Bonus (Variable Pay)

- You will be entitled to an annual bonus based on your performance. **You may earn a bonus of 10% to 20% of your salary (i.e. a maximum of Rs. 80,000 based on your current compensation).** In practice rewards at the top end of the range are given to developers who consistently exceed performance criteria and expectations for their level.

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



Page 2 of 5  
Aditi Sethi  
Jan 21, 2021

- You will be entitled to an **additional bonus amount of Rs. 20,000 to Rs. 50,000** based on your performance on projects you work on throughout the year. This amount will be paid in one or more installments coinciding with project milestones completed through the year.

#### EMPLOYEE BENEFITS

Upon joining us, you will be eligible for employee benefits as accorded by our company policies. The key features of our benefits program are as follows:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year
- After completing your first year of employment with us you will be entitled to an additional sixteen days of earned/privilege leaves per calendar year
- Allowances including house rent allowance (HRA), traveling allowance (TA), medical reimbursement, and supplementary allowance, that are paid as a part of your salary

#### PERFORMANCE REVIEWS AND INCREMENTS

You will also receive annual performance and compensation reviews in accordance with NovoInvent Software's administrative practices.

Based on your performance review and compensation structure, you may be eligible for:

- A salary increment that will be prorated based on your start date for the number of months you have been employed with us.
- Note that salary increments are based on your individual performance, the portion of the fiscal year you worked, market conditions, and your compensation relative to your peers.

#### PROBATION PERIOD

Your services shall be on probation for a period of three months after the start of your employment. After satisfactory completion of your probationary period, your services shall be deemed to be confirmed only if given in written by NovoInvent Software. The period of probation may be extended for a further period of three months. If your work and conduct during the period of probation or extended period of probation is not found satisfactory, your services are liable to be terminated without notice before the expiry of the period of probation.

#### SEPARATION TERMS

NovoInvent 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 NovoInvent. As per the terms of your internship offer, you are committed to staying employed with the company for at least a period of 1 year following the start of your employment. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 3 of 5  
Aditi Sethi  
Jan 21, 2021

As per the terms of your internship offer, 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.

#### 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 employment, 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, 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 employment or your becoming, and serving as, an employee of NovoInvent Software.

#### 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.

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.



  
Director  
R.D. Engineering College  
Dunari, Ghaziabad





Page 4 of 5  
Aditi Sethi  
Jan 21, 2021

INSTRUCTIONS FOR ACCEPTING JOB OFFER

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 employment to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **Feb 3, 2021**. 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 novorecruitment@novoinvent.com** (Please make sure to include all pages).

DOCUMENTS TO BE PROVIDED ON ACCEPTING THE JOB OFFER

Upon accepting the job offer, please send **scanned copies of the following documents to novorecruitment@novoinvent.com**:

- A scanned copy of the employment letter with your current/previous employer
- Copy of your last two salary slips
- A scanned copy of your **resignation with your present employer (if applicable)** at the earliest to [novorecruitment@novoinvent.com](mailto:novorecruitment@novoinvent.com).

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 Novo Invent 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  
Aditi Sethi  
Jan 21, 2021

**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining:

- Two passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
  - Graduation mark sheets
  - Graduation degree certificate (at the earliest available)
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of PAN Card



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

8

Akansha Tyagi,

Noida

11-Jan-21

Dear Akansha,

Subsequent to your successful interview with Apar Technologies Pvt Ltd, we are pleased to offer you the position as "Software Engineer" in our organization.

You are requested to join us by 11<sup>th</sup> Jan'21, failing which this employment offer will stand null & void.

You are requested to carry the below-mentioned documents at the time of joining:

- a) All Educational certificates (photocopies)
- b) Passport size photographs x 4 copies
- c) Documents of proof of residence (Permanent & Current)
- d) Pan Card Aadhar Card & Passport copy.
- e) Signed Copy of Employment Bond

Since, you will be joining the company as a fresher, there will be a Training, and Probation Period that you will go through to acquire the right skill sets. The details of the same along with terms and conditions are mentioned in Annexure 1.

As we understand you are still pursuing your Graduation, all the exam leaves during this period will be treated as loss of pay or unpaid leaves.

You will be responsible for performing services for the Company as assigned by the Company's officers and employees who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company. You will be required to provide reports concerning your work activities from time to time as requested. You will refrain from engaging directly or indirectly in any activity or business transaction for yourself or for any other person, whether or not for remuneration, direct or indirect, contingent or otherwise adversely affect the proper discharge of your duties and responsibilities to Apar Technologies Pvt. Ltd.

You shall undertake and agree that you shall not disclose to any unauthorized person, or misuse any information including financial information including processes, data, concepts, ideas, plans, strategies, analysis, surveys, and or proprietary or Client information relating to the past, present or anticipated business of the company, disclosed to you by the company or which becomes known to you in the course of your employment.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

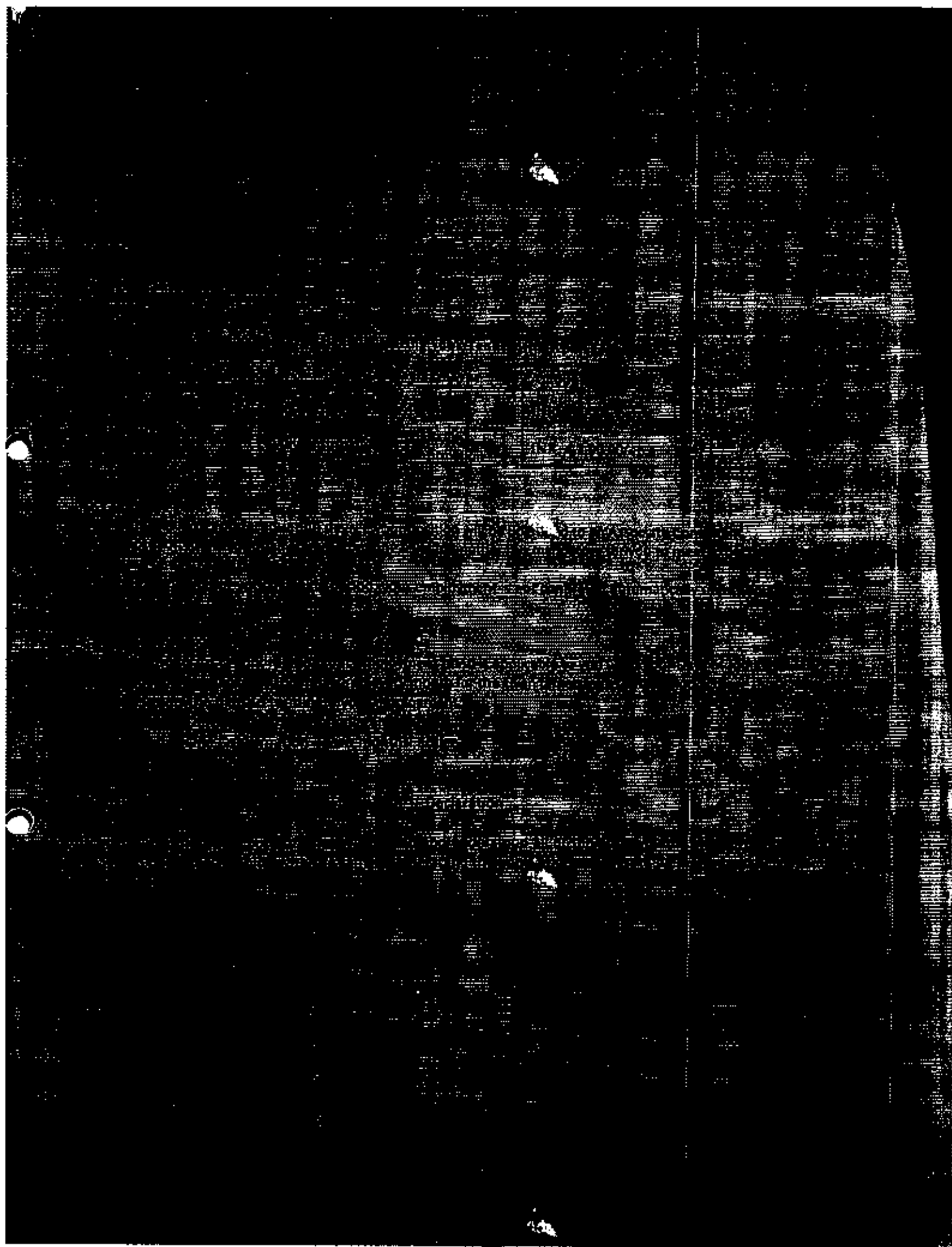
Yours sincerely,

For, Apar Technologies Pvt. Ltd

*Pallavi*  
Pallavi Srivastava  
Manager – Human Resources



R.D. Engineering College  
Ghaziabad





**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Akash Tyagi  
RD Engineering College

Jan 20, 2021

Dear Akash,

Congratulations, we have selected you based on your performance on our internship program. It is my pleasure to formally confirm our offer to you to join NovoInvent Software (hereinafter, "the Company") as a Software Engineer, based in our Noida office. You will continue on an internship with us until May 31, 2021 on the existing terms and conditions of your internship offer and have the opportunity to join as an employee at a mutually agreed upon date in June 2021. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining NovoInvent Software.

#### TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you.

#### COMPENSATION

Once you have joined us as an employee, you will have the opportunity to receive a total compensation (CTC) of **Rs. 6,00,000/-** for your first year with us as per the details below. Please note that there is a variable performance-based component of this total salary package and receiving the maximum amount will require performance at a high level in your work as a software engineer for the Firm.

You will be eligible for increments based on performance reviews for future years with us.

Your compensation, once you join as an employee, will include the following components:

##### Salary

- Your salary will be at the **annual rate of Rs. 4,60,000.00** including basic pay and allowances, to be paid in monthly installments in the first working week of every month, less applicable taxes and deductions.

##### Annual Bonus (Variable Pay)

- You will be entitled to an annual bonus based on your performance. **You may earn a bonus of 10% to 20% of your salary (i.e. a maximum of Rs. 90,000 based on your current compensation).** In practice rewards at the top end of the range are given to developers who consistently exceed performance criteria and expectations for their level.

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



Page 2 of 5  
Akash Tyagi  
Jan 20, 2021

- You will be entitled to an **additional bonus amount of Rs. 20,000 to Rs. 50,000** based on your performance on projects you work on throughout the year. This amount will be paid in one or more installments coinciding with project milestones completed through the year.

#### EMPLOYEE BENEFITS

Upon joining us, you will be eligible for employee benefits as accorded by our company policies. The key features of our benefits program are as follows:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year
- After completing your first year of employment with us you will be entitled to an additional sixteen days of earned/privilege leaves per calendar year
- Allowances including house rent allowance (HRA), traveling allowance (TA), medical reimbursement, and supplementary allowance, that are paid as a part of your salary

#### PERFORMANCE REVIEWS AND INCREMENTS

You will also receive annual performance and compensation reviews in accordance with NovoInvent Software's administrative practices.

Based on your performance review and compensation structure, you may be eligible for:

- A salary increment that will be prorated based on your start date for the number of months you have been employed with us.
- Note that salary increments are based on your individual performance, the portion of the fiscal year you worked, market conditions, and your compensation relative to your peers.

#### PROBATION PERIOD

Your services shall be on probation for a period of three months after the start of your employment. After satisfactory completion of your probationary period, your services shall be deemed to be confirmed only if given in written by NovoInvent Software. The period of probation may be extended for a further period of three months. If your work and conduct during the period of probation or extended period of probation is not found satisfactory, your services are liable to be terminated without notice before the expiry of the period of probation.

#### SEPARATION TERMS

NovoInvent 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 NovoInvent. As per the terms of your internship offer, you are committed to staying employed with the company for at least a period of 1 year following the start of your employment. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.



  
Director  
R.D. Engineering College  
Duha, Ghaziabad



Page 3 of 5  
Akash Tyagi  
Jan 20, 2021

As per the terms of your internship offer, 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.

#### 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 employment, 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, 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 employment or your becoming, and serving as, an employee of NovoInvent Software.

#### 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.

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 4 of 5  
Akash Tyagi  
Jan 20, 2021

#### INSTRUCTIONS FOR ACCEPTING JOB OFFER

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 employment to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **Feb 3, 2021**. 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 novorecruitment@novoinvent.com** (Please make sure to include all pages).

#### DOCUMENTS TO BE PROVIDED ON ACCEPTING THE JOB OFFER

Upon accepting the job offer, please send **scanned copies of the following documents to novorecruitment@novoinvent.com**:

- A scanned copy of the employment letter with your current/previous employer
- Copy of your last two salary slips
- A scanned copy of your **resignation with your present employer (if applicable)** at the earliest to [novorecruitment@novoinvent.com](mailto:novorecruitment@novoinvent.com).

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 Novo Invent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Kunal Khanna  
Director, Technology Development



Accepted and Agreed To:

  
Signature:

AKASH TYAGI  
Name

03/02/2021  
Date

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



12

LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: March 20, 2021

Akshit tyagi

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
*Akshit tyagi*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
*Akshit tyagi*

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3**  
**(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of Joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**  
*Akshit tyagi*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference - 4  
 (Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 Akshit tyagi



*(Signature)*  
 Director  
 R.D. Engineering College  
 Duha, Ghatziabad

131

7 December 2020

Letter of Offer

Dear Akshita Aggarwal,

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 January 4, 2021** 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 :** Akshita Aggarwal  
**Designation :** Trainee Software Engineer

| Duration                           | Jan 21- July, 21 | Aug, 22- Mar, 22 | 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



Director  
 R.D. Engineering College  
 Duhan, 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  
T & P

- 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**





14

Placement cell &lt;resume@rdec.in&gt;

**Fw: Employment Offer Letter , Novoinvent Software Pvt Ltd. , Akshita Tyagi , 1723110014 , 2017-2021 , C. S**

1 message

**Akshita Tyagi** <akshita.tyagi@novoinvent.com>  
To: "resume@rdec.in" <resume@rdec.in>

Mon, Mar 22, 2021 at 8:06 PM

**From:** Akshita Tyagi <akshita.tyagi@novoinvent.com>  
**Sent:** Wednesday, February 3, 2021 1:37 PM  
**To:** Novo Recruiting <recruiting@novoinvent.com>  
**Cc:** Novo Recruitment <novorecruitment@novoinvent.com>; Shivangini Sethi <shivangini.sethi@novoinvent.com>  
**Subject:** Re: Employment Offer

Hi  
Thankyou  
I have signed Offer letter and Agreement.

**From:** Akshita Tyagi <akshita.tyagi@novoinvent.com>  
**Sent:** Wednesday, February 3, 2021 1:23 PM  
**To:** Novo Recruiting <recruiting@novoinvent.com>  
**Cc:** Novo Recruitment <novorecruitment@novoinvent.com>; Shivangini Sethi <shivangini.sethi@novoinvent.com>  
**Subject:** Re: Employment Offer

Hi

**From:** Novo Recruiting <recruiting@novoinvent.com>  
**Sent:** Monday, February 1, 2021 2:22 AM  
**To:** Akshita Tyagi <akshita.tyagi@novoinvent.com>  
**Cc:** Novo Recruitment <novorecruitment@novoinvent.com>; Shivangini Sethi <shivangini.sethi@novoinvent.com>  
**Subject:** Employment Offer

Hi Akshita

Congrats for getting selected for the position of Software Engineer. In order to accept this offer, you will need to sign a copy of the attached offer letter and employment agreement and send us the scanned copy as instructed in the offer letter.

If you have any questions, please do not hesitate to reach out to us.

We are excited to have you on-board!

Thanks,  
Recruitment Team  
Novoinvent



  
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

## OFFER LETTER

18<sup>th</sup> Jan, 2021

SUB: LETTER OF OFFER OF EMPLOYMENT – Associate Software Engineer

Dear Aman 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: 8<sup>th</sup> Feb, 2021

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



Placement cell &lt;resume@rdec.in&gt;

**OFFER LETTER||Velocity software ||Aman Singhal||1723110016||2017||CSE**

1 message

Aman Singhal <ashusng21@gmail.com>  
To: resume@rdec.in

Mon, Mar 22, 2021 at 1:17 PM

On Fri, 5 Mar 2021, 7:51 pm Vibhasika Shree, <vibhasika.shree@velsof.com> wrote:

Hi Aman,

Greetings of the Day!

As discussed, kindly share the scanned copy of each of the below-mentioned documents:-

- 1) **Photo:** 1 Passport Size
- 2) **SSC & HSC / Inter / Diploma** Mark-sheets
- 3) **Graduation/Degree** Mark-sheets (All Semesters)
- 4) **Permanent Account Number (PAN)** issued by Income Tax authorities (compulsory)
- 5) **Proof of Identity** - Adhaar card/ Voter ID/ Passport/Driving license/ Government Photo ID Cards
- 6) **Proof of residence** - Ration Card/ Bank Statement/Passbook/ Electricity Bill, Telephone Landline Bill, Credit Card Statement, Insurance Policy, Registered Sale/Lease/Rent Agreement



  
Director  
R.D. Engineering College  
Duhai, Graziabad



LETTER OF INTENT

(Strictly Private and Confidential)

To, Date: March 20, 2021  
Anant Bansal

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer  
**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
*Anant Bansal*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.

**ACKNOWLEDGED AND AGREED**

*Anant Bansal*



*Anant Bansal*  
Director  
R.D. Engineering College  
Durai, Guzliabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**

*Anant Bansal*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (If any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

Yours sincerely,  
 Mobiloitte Group



Director  
 R.D. Engineering College  
 Duha, Ghaziabad

ACKNOWLEDGED AND AGREED:  
 Anant Bansal

18



Dated: February 23, 2021

## OFFER LETTER

Dear Anant Tyagi,  
Congratulations!

This is in reference to the interview held at QA InfoTech Software Services Pvt. Ltd.- A Qualitest Company on February 23, 2021, we are pleased to offer you the position of **Software Testing Trainee** on the following terms and conditions:

### 1. Job title

Your title will be **Software Testing Trainee**.

### 2. Salary

- (a) You shall be getting a stipend in the amount of INR 18,000/- per month during training/ probation period.
- (b) You shall start receiving a salary after completion of six months training/ probation period from the date of joining, in the amount of INR 2.4 Lac per annum. Passing qualifying examination without any backlogs is a criteria considered for training/ probation period completion. You are required to submit all mark sheets of the qualifying degree before the training period completion.
- (c) You may terminate your employment with the Company, without any cause, by giving not less than 2 weeks prior notice in writing during the probation period, provided that you are not working in any of the client projects- refer to clause (e) otherwise.
- (d) Your appointment can be terminated by the Company, without any cause, by giving not less than 15 days prior notice in writing during the probation period.
- (e) After the probation period, you may terminate your employment with the Company, without any cause, by giving not less than three months prior notice in writing or; on the discretion of your Reporting Manager and Senior Manager, you can buyout 2 months' notice period by serving 1 month notice period and paying 3.5 times your 2 months' basic salary in lieu thereof.
- (f) After the probation period, your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months prior notice in writing. In case the Company decides to relieve you early, then the company will pay you one month full salary and 3.5 times your 2 months' basic salary in lieu of 3 months notice period not required to be served.

Please note that your remuneration package is confidential between you and the Company and it is advisable not to discuss/disclose any details regarding the same to anyone.

Your detailed letter of Appointment shall be given to you in the first week of your joining.

Reporting details for March - 08, 2021 are as follows:



Director  
R.D. Engineering College  
Dundi, Ghazipur

- Office: Virtual Joining
- Time: 09:30 AM
- Contact person: HR Department

We welcome you to the QA InfoTech family and wish you a successful career with us.

Sincerely,

**For QA InfoTech Software Services (P) Ltd.- A Qualitest Company,**



**Minesh Upadhyaya**

**(Sr. Vice President)**



Director  
R.D. Engineering College  
Duhai, Ghaziabad

• This offer is valid up to the date of joining as mentioned above. **Annexure S**



R.D. Engineering College  
Duhai, Guaziabad



Please find below the salary break up:

|                             |                        |
|-----------------------------|------------------------|
| BASIC*                      | INR 72,000.00          |
| HRA*                        | INR 36,000.00          |
| Supplementary Allowance*    | INR 19,200.00          |
| City Compensatory Allowance |                        |
| Bonus*                      | INR 1,08,00.00         |
| Employer PF Contribution    | INR 21,600.00          |
| Employee CTC                | INR 2,40,000.00        |
| Gratuity**                  | INR 3456.00            |
| <b>Employee CTC</b>         | <b>INR 2,43,456.00</b> |

\*Yearly Components (Paid Monthly).

\*\* As per the Payment of Gratuity Act, 1972 and all amendments thereafter.

Please refer to the Other Benefits on the next page.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

### Other Benefits

|                        |
|------------------------|
| Reimbursements- Annual |
|------------------------|

|                               |          |
|-------------------------------|----------|
| Wedding Anniversary***        | INR 2500 |
| Child Birthday (per child)*** | INR 1500 |
| Spouse Birthday***            | INR 1500 |

| <b>Long Term Benefits</b>  |           |
|--|-----------|
| Engineering Department Bonus- 3 years (calculated here basis offered Basic)*** | INR 7500  |
| Engineering Department Bonus- 5 years (calculated here basis offered Basic)*** | INR 9000  |
| Child Tuition Reimbursement (5+ years with QAIT for 1 child)***                | INR 48000 |
| Child Tuition Reimbursement (7+ years with QAIT for the second child)***       | INR 48000 |
| Dependent Insurance (7+ years with QAIT)***                                    | INR 25000 |

| <b>Additional Benefits</b>   |                          |
|--|--------------------------|
| Employee Insurance Premium (for Group Medical Family and Personal Accidental Insurance Cover)*** | INR 20000                |
| Meal Expense to the organization***  | As per policy            |
| Transport Expense to the organization(Shuttle Service)***  | As per policy            |
| Wedding Gift Allowance (Based on number of years with Organization)***                           | Calculated as per policy |
| Child Gift Allowance (Based on number of years with Organization)***                             | Calculated as per policy |
| Team Activity Budget***  | As per policy            |
| Crèche Facility***   | As per policy            |

\*\*\*All the above mentioned benefits are based on prevailing company policy.



Director  
R.D. Engineering College  
Duhai, Graziabad



## OFFER LETTER

**Date: JUNE 07, 2021**  
Noida, Uttar Pradesh, India

Dear Anchal Tyagi,

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 TekBeetle IT Solutions LLP

Saurabh Joshi  
President and Director



Agreed and Accepted By

Anchal Tyagi

Director  
T&P Engineering College  
Duhai, Ghaziabad

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

(21)

**LETTER OF INTENT**

**(Strictly Private and Confidential)**

To,

Date: March 13, 2021

Ankita Kumari,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 15, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 15, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 15, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
*Ankita Kumari*



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
Ankita Kumari

  
Director  
R.D. Engineering College  
Dunai, Ghaziabad

**Reference – 3**  
**(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**

*Ankita Kumari*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference - 4  
(Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

sincerely,



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

ACKNOWLEDGED AND AGREED:  
Ankita Kumari

Yours

Mobiloitte Group



22

Dated: February 23, 2021

**OFFER LETTER**

Dear Ankul Kaushik,  
Congratulations!

This is in reference to the interview held at QA InfoTech Software Services Pvt. Ltd.- A Qualitest Company on February 23, 2021, we are pleased to offer you the position of **Software Testing Trainee** on the following terms and conditions:

**1. Job title**

Your title will be **Software Testing Trainee**.

**2. Salary**

- (a) You shall be getting a stipend in the amount of INR 18,000/- per month during training/ probation period.
- (b) You shall start receiving a salary after completion of six months training/ probation period from the date of joining, in the amount of INR 2.4 Lac per annum. Passing qualifying examination without any backlogs is a criteria considered for training/ probation period completion. You are required to submit all mark sheets of the qualifying degree before the training period completion.
- (c) You may terminate your employment with the Company, without any cause, by giving not less than 2 weeks prior notice in writing during the probation period, provided that you are not working in any of the client projects- refer to clause (e) otherwise.
- (d) Your appointment can be terminated by the Company, without any cause, by giving not less than 15 days prior notice in writing during the probation period.
- (e) After the probation period, you may terminate your employment with the Company, without any cause, by giving not less than three months prior notice in writing or; on the discretion of your Reporting Manager and Senior Manager, you can buyout 2 months' notice period by serving 1 month notice period and paying 3.5 times your 2 months' basic salary in lieu thereof.
- (f) After the probation period, your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months prior notice in writing. In case the Company decides to relieve you early, then the company will pay you one month full salary and 3.5 times your 2 months' basic salary in lieu of 3 months notice period not required to be served.

Please note that your remuneration package is confidential between you and the Company and it is advisable not to discuss/disclose any details regarding the same to anyone.

Your detailed letter of Appointment shall be given to you in the first week of your joining.

Reporting details for **March 08, 2021** are as follows:



  
Director  
R.D. Engineering College  
Duha, Grazziabad

- Office: Virtual Joining
- Time: 09:30 AM
- Contact person: HR Department

We welcome you to the QA InfoTech family and wish you a successful career with us.

Sincerely,

**For QA InfoTech Software Services (P) Ltd.- A Qualitest Company,**



**Minesh Upadhyaya**

**(Sr. Vice President)**



Director  
R.D. Engineering College  
Duhai, Ghaziabad

• This offer is valid up to the date of joining as mentioned above. **Annexure S**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Please find below the salary break up:

|                             |                        |
|-----------------------------|------------------------|
| BASIC*                      | INR 72,000.00          |
| HRA*                        | INR 36,000.00          |
| Supplementary Allowance*    | INR 19,200.00          |
| City Compensatory Allowance |                        |
| Bonus*                      | INR 1,08,00.00         |
| Employer PF Contribution    | INR 21,600.00          |
| Employee CTC                | INR 2,40,000.00        |
| Gratuity**                  | INR 3456.00            |
| <b>Employee CTC</b>         | <b>INR 2,43,456.00</b> |

\*Yearly Components (Paid Monthly).

\*\* As per the Payment of Gratuity Act, 1972 and all amendments thereafter.

Please refer to the Other Benefits on the next page.



### Other Benefits

|                        |
|------------------------|
| Reimbursements- Annual |
|------------------------|

|                               |          |
|-------------------------------|----------|
| Wedding Anniversary***        | INR 2500 |
| Child Birthday (per child)*** | INR 1500 |
| Spouse Birthday***            | INR 1500 |

| <b>Long Term Benefits</b>  |           |
|--|-----------|
| Engineering Department Bonus- 3 years (calculated here basis offered Basic)*** | INR 7500  |
| Engineering Department Bonus- 5 years (calculated here basis offered Basic)*** | INR 9000  |
| Child Tuition Reimbursement (5+ years with QAIT for 1 child)***                | INR 48000 |
| Child Tuition Reimbursement (7+ years with QAIT for the second child)***       | INR 48000 |
| Dependent Insurance (7+ years with QAIT)***                                    | INR 25000 |

| <b>Additional Benefits</b>   |                          |
|--|--------------------------|
| Employee Insurance Premium (for Group Medical Family and Personal Accidental Insurance Cover)*** | INR 20000                |
| Meal Expense to the organization***  | As per policy            |
| Transport Expense to the organization(Shuttle Service)***  | As per policy            |
| Wedding Gift Allowance (Based on number of years with Organization)***                           | Calculated as per policy |
| Child Gift Allowance (Based on number of years with Organization)***                             | Calculated as per policy |
| Team Activity Budget***  | As per policy            |
| Crèche Facility***   | As per policy            |

\*\*\*All the above mentioned benefits are based on prevailing company policy.



Director  
R.D. Engineering College  
Dunai, Ghaziabad



**MOBISOFT LABS**

APP. WEB. GAMES

(24)

## Appointment Letter

Dear Ashutosh Diwakar,  
Congratulations!

Date: 01-02-2021

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 4<sup>th</sup>, 2021 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 noncompete 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.



Director  
R.P.S. Engineering College  
Gurgaon, Gurgaon



**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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



23

**LETTER OF INTENT**  
**(Strictly Private and Confidential)**

To,

Date: March 20, 2021

Ankur

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Reference – 1  
(JOB ACCEPTANCE & COMMENCEMENT)

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
Ankur



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
*Ankur*

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**

*Ankur*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference - 4  
(Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Yours sincerely,  
Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
Ankur

26



Date: 5<sup>th</sup> July, 2021

Mr. Aviral Choudhary

Ref: RS/LOI/07//221

**Letter of Intent**

Dear Aviral,

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  
Duhai, Ghaziabad

27

Dated: February 23, 2021

**OFFER LETTER**

Dear Ayush Tyagi,  
Congratulations!

This is in reference to the interview held at QA InfoTech Software Services Pvt. Ltd.- A Qualitest Company on February 23, 2021. we are pleased to offer you the position of **Software Testing Trainee** on the following terms and conditions:

**1. Job title**

Your title will be **Software Testing Trainee**.

**2. Salary**

- (a) You shall be getting a stipend in the amount of INR 18,000/- per month during training/ probation period.
- (b) You shall start receiving a salary after completion of six months training/ probation period from the date of joining, in the amount of INR 2.4 Lac per annum. Passing qualifying examination without any backlogs is a criteria considered for training/ probation period completion. You are required to submit all mark sheets of the qualifying degree before the training period completion.
- (c) You may terminate your employment with the Company, without any cause, by giving not less than 2 weeks prior notice in writing during the probation period, provided that you are not working in any of the client projects- refer to clause (a) otherwise.
- (d) Your appointment can be terminated by the Company, without any cause, by giving not less than 15 days prior notice in writing during the probation period.
- (e) After the probation period, you may terminate your employment with the Company, without any cause, by giving not less than three months prior notice in writing or, on the discretion of your Reporting Manager and Senior Manager, you can buyout 2 months' notice period by serving 1 month notice period and paying 3.5 times your 2 months' basic salary in lieu thereof.
- (f) After the probation period, your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months prior notice in writing. In case the Company decides to relieve you early, then the company will pay you one month full salary and 3.5 times your 2 months' basic salary in lieu of 3 months notice period not required to be served.

Please note that your remuneration package is confidential between you and the Company and it is advisable not to discuss/disclose any details regarding the same to anyone.

Your detailed letter of Appointment shall be given to you in the first week of your joining.

Reporting details for **March 08, 2021** are as follows



  
Director  
R.D. Engineering College  
Dumri, Guaziabad

- Office: Virtual Joining
- Time: 09:30 AM
- Contact person: HR Department

We welcome you to the QA InfoTech family and wish you a successful career with us.

Sincerely,

**For QA InfoTech Software Services (P) Ltd.- A Qualitest Company,**



**Minesh Upadhyaya**  
(Sr. Vice President)



**Director**  
**R.D. Engineering College**  
**Duhal, Gaziabad**

• This offer is valid up to the date of joining as mentioned above. **Annexure S**



  
Director  
R.D. Engineering College  
Duhai, Graziabad



Please find below the salary break up:

|                             |                        |
|-----------------------------|------------------------|
| BASIC*                      | INR 72,000.00          |
| HRA*                        | INR 36,000.00          |
| Supplementary Allowance*    | INR 19,200.00          |
| City Compensatory Allowance |                        |
| Bonus*                      | INR 1,08,000.00        |
| Employer PF Contribution    | INR 21,600.00          |
| Employee CTC                | INR 2,40,000.00        |
| Gratuity**                  | INR 3456.00            |
| <b>Employee CTC</b>         | <b>INR 2,43,456.00</b> |

\*Yearly Components (Paid Monthly).

\*\* As per the Payment of Gratuity Act, 1972 and all amendments thereafter.

Please refer to the Other Benefits on the next page.



### Other Benefits

Reimbursements- Annual



  
Director  
R.D. Engineering College  
Duhai, Gaziabad

28

# 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 Jan, 2021

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

Dear *Boby 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.



Director  
R.D. Engineering College  
Dubai, Ghazalabad

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: 8<sup>th</sup> Feb, 2021

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

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LETTER OF INTENT

(Strictly Private and Confidential)

To, Date: March 20, 2021  
Deepak

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer  
**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
Deepak



  
Instructor  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.

**ACKNOWLEDGED AND AGREED**

*Deepak*



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

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining, I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**

*Deepak*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference - 4**  
**(Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 Deepak



*Deepak*  
 Director  
 R.D. Engineering College  
 Duha, Ghatziabad



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NovoInvent Software Pvt. Ltd.  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Deepak Jha  
RD Engineering College

Jan 21, 2021

Dear Deepak,

Congratulations, we have selected you based on your performance on our internship program. It is my pleasure to formally confirm our offer to you to join NovoInvent Software (hereinafter, "the Company") as a Software Engineer, based in our Noida office. You will continue on an internship with us until May 31, 2021 on the existing terms and conditions of your internship offer and have the opportunity to join as an employee at a mutually agreed upon date in June 2021. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining NovoInvent Software.

**TERMS OF OFFER**

This document outlines the compensation components and the non-financial features of our offer to you.

**COMPENSATION**

Once you have joined us as an employee, you will have the opportunity to receive a total compensation (CTC) of Rs. 5,50,000/- for your first year with us as per the details below. Please note that there is a variable performance-based component of this total salary package and receiving the maximum amount will require performance at a high level in your work as a software engineer for the Firm.

You will be eligible for increments based on performance reviews for future years with us.

Your compensation, once you join as an employee, will include the following components:

**Salary**

- Your salary will be at the **annual rate of Rs. 4,20,000.00** including basic pay and allowances, to be paid in monthly installments in the first working week of every month, less applicable taxes and deductions.

**Annual Bonus (Variable Pay)**

- You will be entitled to an annual bonus based on your performance. **You may earn a bonus of 10% to 20% of your salary (i.e. a maximum of Rs. 80,000 based on your current compensation).** In practice rewards at the top end of the range are given to developers who consistently exceed performance criteria and expectations for their level.

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



Page 2 of 5  
Deepak Jha  
Jan 21, 2021

- You will be entitled to an **additional bonus amount of Rs. 20,000 to Rs. 50,000** based on your performance on projects you work on throughout the year. This amount will be paid in one or more installments coinciding with project milestones completed through the year.

### EMPLOYEE BENEFITS

Upon joining us, you will be eligible for employee benefits as accorded by our company policies. The key features of our benefits program are as follows:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year
- After completing your first year of employment with us you will be entitled to an additional sixteen days of earned/privilege leaves per calendar year
- Allowances including house rent allowance (HRA), traveling allowance (TA), medical reimbursement, and supplementary allowance, that are paid as a part of your salary

### PERFORMANCE REVIEWS AND INCREMENTS

You will also receive annual performance and compensation reviews in accordance with NovoInvent Software's administrative practices.

Based on your performance review and compensation structure, you may be eligible for:

- A salary increment that will be prorated based on your start date for the number of months you have been employed with us.
- Note that salary increments are based on your individual performance, the portion of the fiscal year you worked, market conditions, and your compensation relative to your peers.

### PROBATION PERIOD

Your services shall be on probation for a period of three months after the start of your employment. After satisfactory completion of your probationary period, your services shall be deemed to be confirmed only if given in written by NovoInvent Software. The period of probation may be extended for a further period of three months. If your work and conduct during the period of probation or extended period of probation is not found satisfactory, your services are liable to be terminated without notice before the expiry of the period of probation.

### SEPARATION TERMS

NovoInvent 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 NovoInvent. As per the terms of your internship offer, you are committed to staying employed with the company for at least a period of 1 year following the start of your employment. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.



  
Director  
T&P Engineering College  
Duhai, Ghaziabad



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Deepak Jha  
Jan 21, 2021

As per the terms of your internship offer, 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.

#### 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 employment, 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, 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 employment or your becoming, and serving as, an employee of NovoInvent Software.

#### 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.

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.



  
Director  
R.D. Engineering College  
Duhai, Ginzliabad



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Deepak Jha  
Jan 21, 2021

### INSTRUCTIONS FOR ACCEPTING JOB OFFER

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 employment to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **Feb 3, 2021**. 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 novorecruitment@novoinvent.com** (Please make sure to include all pages).

### DOCUMENTS TO BE PROVIDED ON ACCEPTING THE JOB OFFER

Upon accepting the job offer, please send **scanned copies of the following documents** to [novorecruitment@novoinvent.com](mailto:novorecruitment@novoinvent.com):

- A scanned copy of the employment letter with your current/previous employer
- Copy of your last two salary slips
- A scanned copy of your **resignation with your present employer (if applicable)** at the earliest to [novorecruitment@novoinvent.com](mailto:novorecruitment@novoinvent.com).

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 Novo Invent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Kunal Khanna  
Director, Technology Development

Accepted and Agreed To:

Signature

DEEPAK JHA

Name

01.02.2021

Date



Director  
R.D. Engineering College  
Duhai, Ghaziabad



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Deepak Jha  
Jan 21, 2021

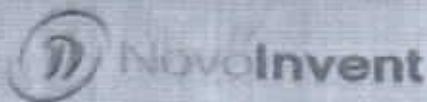
**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining:

- Two passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
  - Graduation mark sheets
  - Graduation degree certificate (at the earliest available)
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of PAN Card



Director  
R.D. Engineering College  
Duhai, Ghaziabad



**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Deepak Kumar  
RD Engineering College

September 2, 2020

Dear Deepak,

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 Sep 07, 2020, and may have the opportunity to join us as an employee in June 2021 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*



*Duhai, Graduate*

...of which we will make an...  
...of which we will make an...  
...of which we will make an...

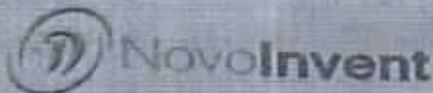
...employment...  
...employment...  
...employment...

...committed to your success...  
...committed to your success...  
...committed to your success...

...three to ten months...  
...three to ten months...  
...three to ten months...

...bonus amount of...  
...bonus amount of...  
...bonus amount of...

...benefits...  
...benefits...  
...benefits...



Page 3 of 5  
Deepak Kumar  
Sep 02, 2020

### 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.

However, if you have not received an employment with NovoInvent by January 2021, 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.



  
R.D. Engineering College  
Durgam, Gurukul



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.

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.

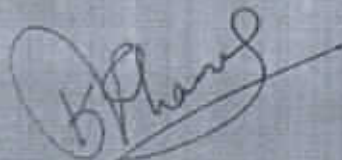
We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by 5<sup>th</sup> September, 2020. Our offer will be valid through this period.

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:

दीपक कुमार

Signature

DEEPAK KUMAR

Name

September 5, 2020

Date

R.D. Engineering College  
Duhai, Ghaziabad

**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

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Dated: February 23, 2021

**OFFER LETTER**

Dear Deepak Kumar,  
Congratulations!

This is in reference to the interview held at QA InfoTech Software Services Pvt. Ltd.- A Qualitest Company on February 23, 2021, we are pleased to offer you the position of **Software Testing Trainee** on the following terms and conditions:

**1. Job title**

Your title will be **Software Testing Trainee**.

**2. Salary**

- (a) You shall be getting a stipend in the amount of INR 18,000/- per month during training/ probation period.
- (b) You shall start receiving a salary after completion of six months training/ probation period from the date of joining, in the amount of INR 2.4 Lac per annum. Passing qualifying examination without any backlogs is a criteria considered for training/ probation period completion. You are required to submit all mark sheets of the qualifying degree before the training period completion.
- (c) You may terminate your employment with the Company, without any cause, by giving not less than 2 weeks prior notice in writing during the probation period, provided that you are not working in any of the client projects- refer to clause (a) otherwise.
- (d) Your appointment can be terminated by the Company, without any cause, by giving not less than 15 days prior notice in writing during the probation period.
- (e) After the probation period, you may terminate your employment with the Company, without any cause, by giving not less than three months prior notice in writing or; on the discretion of your Reporting Manager and Senior Manager, you can buyout 2 months' notice period by serving 1 month notice period and paying 3.5 times your 2 months' basic salary in lieu thereof.
- (f) After the probation period, your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months prior notice in writing. In case the Company decides to relieve you early, then the company will pay you one month full salary and 3.5 times your 2 months' basic salary in lieu of 3 months notice period not required to be served.

Please note that your remuneration package is confidential between you and the Company and it is advisable not to discuss/disclose any details regarding the same to anyone.

Your detailed letter of Appointment shall be given to you in the first week of your joining.

Reporting details for **March 08, 2021** are as follows:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

- Office: Virtual Joining
- Time: 09:30 AM
- Contact person: HR Department

We welcome you to the QA InfoTech family and wish you a successful career with us.

Sincerely,

**For QA InfoTech Software Services (P) Ltd.- A Qualitest Company,**



**Minesh Upadhyaya**

**(Sr. Vice President)**



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

• This offer is valid up to the date of joining as mentioned above. **Annexure S**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Please find below the salary break up:

|                             |                        |
|-----------------------------|------------------------|
| BASIC*                      | INR 72,000.00          |
| HRA*                        | INR 36,000.00          |
| Supplementary Allowance*    | INR 19,200.00          |
| City Compensatory Allowance |                        |
| Bonus*                      | INR 1,08,000.00        |
| Employer PF Contribution    | INR 21,600.00          |
| Employee CTC                | INR 2,40,000.00        |
| Gratuity**                  | INR 3456.00            |
| <b>Employee CTC</b>         | <b>INR 2,43,456.00</b> |

\*Yearly Components (Paid Monthly).

\*\* As per the Payment of Gratuity Act, 1972 and all amendments thereafter.

Please refer to the Other Benefits on the next page.



### Other Benefits

Reimbursements- Annual



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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# 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> Jan, 2021

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

Dear *Deepanshu 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: 8<sup>th</sup> Feb, 2021

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





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Placement cell &lt;resume@rdec.in&gt;

## Fwd: Offer Letter from Acutec Global Services LLP

2 messages

**Devesh Gandharve** <deveshgandharve86@gmail.com>  
To: resume@rdec.in

Mon, Mar 22, 2021 at 10:23 AM

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

From: **Devesh Gandharve** <deveshgandharve86@gmail.com>  
Date: Wed, 13 Jan 2021, 10:41 am  
Subject: Fwd: Offer Letter from Acutec Global Services LLP  
To: <placement@rdec.in>

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

From: **Mukta** <mukta@acumentechnologies.co.in>  
Date: Wed, 6 Jan 2021, 10:57 am  
Subject: Offer Letter from Acutec Global Services LLP  
To: <deveshgandharve86@gmail.com>  
Cc: <renu@acumentechnologies.co.in>, <akash@acumentechnologies.co.in>, CHANDRESH PATHAK <chandresh@acumentechnologies.co.in>

Dear Devesh,

Greetings of the day from Acutec Global Services LLP.

With reference to your application and subsequent interview which you had with us on 05<sup>th</sup> January, 2021, we are glad to inform you that you have been selected for the Acutec Global Services LLP as a "Network Support Engineer" on the terms and conditions mutually discussed and agreed upon:

Your gross emoluments will be Rs. 1,20,000/- P/A . Presently you will be posted at Noida and in future you may be transferred at any other location in India. It requires working in shift duties including nights.

You are requested to report for duty on or before 08<sup>th</sup> January ,2021 at 9.30 am at 406,Logix Technova,Noida-201304. In case you fail to report for duty by this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience along with original.
2. Documentary evidence of Date of Birth, Religion & details of: last salary, Residence Proof
3. 2 passport sizes colored Photographs.
4. 2 References from your current organization.



Director  
R.D. Engineering College  
Duhai, Guaziabad

If on verification, at the time of appointment or at a later stage it is found that you have furnished wrong information, your services with the company are liable to be terminated and proper legal action may be taken. You will be on a probation period for 6 months and thereafter evaluating your performance you shall be given a permanent appointment letter as per the decision of the management.

Please contact the undersigned for any queries regarding this offer.

We look forward to a mutually rewarding experience for you here at Acutec Global Services LLP. We hope that you will find this position exciting and rewarding.

Please send acceptance on revert mail.

**Thanks & Regards**

**Mukta Maggu**

**Acutec Global Services LLP**

**(Formerly Acumen Software Technologies)**

---

**Devesh Gandharve** <deveshgandharve86@gmail.com>  
To: resume@rdec.in

Mon, Mar 22, 2021 at 10:27 AM

Offer letter from Acutec Global Services

Name- Devesh Kumar  
Roll no. - 1723110036  
Batch- 2020-21  
Branch- C.S.E

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

From: **Devesh Gandharve** <deveshgandharve86@gmail.com>  
Date: Mon, 22 Mar 2021, 10:23 am  
Subject: Fwd: Offer Letter from Acutec Global Services LLP  
To: <resume@rdec.in>

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

From: **Devesh Gandharve** <deveshgandharve86@gmail.com>  
Date: Wed, 13 Jan 2021, 10:41 am  
Subject: Fwd: Offer Letter from Acutec Global Services LLP  
To: <placement@rdec.in>

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

From: **Mukta** <mukta@acumentechnologies.co.in>  
Date: Wed, 6 Jan 2021, 10:57 am  
Subject: Offer Letter from Acutec Global Services LLP  
To: <deveshgandharve86@gmail.com>  
Cc: <renu@acumentechnologies.co.in>, <akash@acumentechnologies.co.in>, CHANDRESH PATHAK  
<chandresh@acumentechnologies.co.in>



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Dear Devesh,

Greetings of the day from Acutec Global Services LLP.

With reference to your application and subsequent interview which you had with us on 05<sup>th</sup> January,2021, we are glad to inform you that you have been selected for the Acutec Global Services LLP as a "Network Support Engineer" on the terms and conditions mutually discussed and agreed upon:

Your gross emoluments will be Rs. 1,20,000/- P/A . Presently you will be posted at Noida and in future you may be transferred at any other location in India. It requires working in shift duties including nights.

You are requested to report for duty on or before 08<sup>th</sup> January ,2021 at 9.30 am at 406,Logix Technova,Noida-201304. In case you fail to report for duty by this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

On the day of your joining you are required to submit the following:

1. Relevant copies of Academic /Professional attainments and work experience along with original.
2. Documentary evidence of Date of Birth, Relieving letter & details of: last salary, Residence Proof
3. 2 passport sizes colored Photographs.
4. 2 References from your current organization.

If on verification, at the time of appointment or at a later stage it is found that you have furnished wrong information, your services with the company are liable to be terminated and proper legal action may be taken. You will be on a probation period for 6 months and thereafter evaluating your performance you shall be given a permanent appointment letter as per the decision of the management.

Please contact the undersigned for any queries regarding this offer.

We look forward to a mutually rewarding experience for you here at Acutec Global Services LLP. We hope that you will find this position exciting and rewarding.

Please send acceptance on revert mail.

**Thanks & Regards**

**Mukta Maggu**

**Acutec Global Services LLP**

**(Formerly Acumen Software Technologies)**



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

22nd February 2021

Dear Govind,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

**Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

**Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,00,000. This will consist of:

- Salary of ₹3,80,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e. ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,80,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation.

Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Govind ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

22nd February 2021

I accept the above offer with compensation and terms specified above. My joining date is \_\_\_\_\_

Govind

Date:



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

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# 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 Jan, 2021

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

Dear Harshit Tyagi,

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.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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: 8<sup>th</sup> Feb, 2021

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





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CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

## OFFER LETTER

Dear Hasnain Abbas Zaidi,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 15<sup>th</sup> March 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000 per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 15<sup>th</sup> March 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
01/08/2022



Director  
R.D. Engineering College  
Duhai, Gujziabad

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**LETTER OF INTENT**  
**(Strictly Private and Confidential)**

To,  
  
Himanshu Jayant

Date: March 20, 2021

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer  
**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



Director  
R.D. Engineering College  
Duhai, Graziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
*Himanshu Jayant*



  
Director  
R.D. Engineering College  
Duhai, Ghatziabad

# Mobiloitte

BOTS. APPS. DIGITAL. AI. IoT

B L O C K C H A I N

## Reference – 2 (Agreed Terms & Conditions)

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



ACKNOWLEDGED AND AGREED

*Himanshu Jayant*

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**

*Himanshu Jayant*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



*[Signature]*  
 Director  
 R.D. Engineering College  
 Durgam Chattrabad

Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 Himanshu Jayant

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7 December 2020

Letter of Offer

Dear Jai Kishore,

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 January 4, 2021** 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  
Tanda, Noida

**ANNEXURE - I**

**Name of the Employee :** Jai Kishore  
**Designation :** Trainee Software Engineer

| Duration                           | Jan 21- July, 21 | Aug, 22- Mar, 22 | 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           |
| Mediclinam*                        |                  |                  | 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  
 Duhan, 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 :**

- . \*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, Gurgaon

**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

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## Appointment Letter

**Dear Km Ananya Koushik,**  
Congratulations!

**Date: 01-02-2021**

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 4<sup>th</sup>, 2021 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 noncomplete 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.



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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



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

(41)



Km Bharti

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//222

**Letter of Intent**

Dear Bharti ,

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  
Duhai, Ghaziabad



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# 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> Jan, 2021

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

Dear *Diksha*,

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.*  
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: 8<sup>th</sup> Feb, 2021

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

LETTER OF INTENT

(Strictly Private and Confidential)

To, Date: March 13, 2021  
Husnara Siddique

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer  
**Date of Joining:** March 15, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
(JOB ACCEPTANCE & COMMENCEMENT)

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 15, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 15, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
Husnara Siddique



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.

**ACKNOWLEDGED AND AGREED**

*Husnara Siddique*



  
Director  
R.D. Engineering College  
Duhai, Gujratabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.



**ACKNOWLEDGED AND AGREED**  
*Husnara Siddique*

  
Director  
R.D. Engineering College  
Duhai, Graziabad

**Reference - 4**  
**(Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

sincerely,

Yours

**Mobiloitte Group**

**ACKNOWLEDGED AND AGREED:**

*Husnara Siddique*



Director  
 R.D. Engineering College  
 Duha, Graziatod

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

22nd February 2021

Dear Khushaboo,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

**Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

**Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



  
Director  
Engineering College  
Jhansi, Gaziabad



Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,00,000. This will consist of:

- Salary of ₹3,80,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,80,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation. Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



Director  
R.D. Engineering College  
Ghaziabad

Khushaboo ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

22nd February 2021

I accept the above offer with compensation and terms specified above. My joining date is .....

**Khushaboo**

**Date:**



*[Signature]*  
Director  
K.D. Engineering College  
Tadgaon

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# 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 Jan, 2021

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

Dear *Km Kiran Chandel*,

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.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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: 8<sup>th</sup> Feb, 2021

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

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# 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 Jan, 2021

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

Dear *Km Komal Chandel*,

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.



Director  
R.D. Engineering College  
Duhai, Gurgaon

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: 8<sup>th</sup> Feb, 2021

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



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CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

## OFFER LETTER

Dear KM Manvee Tyagi,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 15<sup>th</sup> March 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000 per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 15<sup>th</sup> March 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
01/08/2022



Director  
R.D. Engineering College  
Duhai, Ghaziabad

LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: March 20, 2021

KM Mohini veerbhan

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
*KM Mohini veerbhan*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



  
Director  
R.D. Engineering College  
Duhar, Ghaziabad

**ACKNOWLEDGED AND AGREED**  
**KM Mohini veerbhan**

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of Joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**  
*KM Mohini veerbhan*



  
Director  
R.D. Engineering College  
Duhai, Guziabad

**Reference - 4**  
**(Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

Yours sincerely,  
 Mobiloitte Group



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

ACKNOWLEDGED AND AGREED:  
 KM Mohini veerbhan



## OFFER LETTER

**Date: JUNE 07, 2021**  
Noida, Uttar Pradesh, India

Dear Km Swati Panchal ,

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 TekBeetle IT Solutions LLP

Saurabh Joshi  
President and Director

Agreed and Accepted By

  
Director  
R.D. Engineering College  
Duhai, Gaziabad  
Km Swati Panchal

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



(51)



Dated: February 23, 2021

**OFFER LETTER**

Dear Kritika Tyagi,  
Congratulations!

This is in reference to the interview held at QA InfoTech Software Services Pvt. Ltd.- A Qualitest Company on February 23, 2021, we are pleased to offer you the position of **Software Testing Trainee** on the following terms and conditions:

**1. Job title**

Your title will be **Software Testing Trainee**.

**2. Salary**

- (a) You shall be getting a stipend in the amount of INR 18,000/- per month during training/ probation period.
- (b) You shall start receiving a salary after completion of six months training/ probation period from the date of joining, in the amount of INR 2.4 Lac per annum. Passing qualifying examination without any backlogs is a criteria considered for training/ probation period completion. You are required to submit all mark sheets of the qualifying degree before the training period completion.
- (c) You may terminate your employment with the Company, without any cause, by giving not less than 2 weeks prior notice in writing during the probation period, provided that you are not working in any of the client projects- refer to clause (e) otherwise.
- (d) Your appointment can be terminated by the Company, without any cause, by giving not less than 15 days prior notice in writing during the probation period.
- (e) After the probation period, you may terminate your employment with the Company, without any cause, by giving not less than three months prior notice in writing or, on the discretion of your Reporting Manager and Senior Manager, you can buyout 2 months' notice period by serving 1 month notice period and paying 3.5 times your 2 months' basic salary in lieu thereof.
- (f) After the probation period, your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months prior notice in writing. In case the Company decides to relieve you early, then the company will pay you one month full salary and 3.5 times your 2 months' basic salary in lieu of 3 months notice period not required to be served.

Please note that your remuneration package is confidential between you and the Company and it is advisable not to discuss/disclose any details regarding the same to anyone.

Your detailed letter of Appointment shall be given to you in the first week of your joining.

Reporting details for **March 08, 2021** are as follows:



Director  
R.D. Engineering College  
Duhai, Ghazizbad

- Office: Virtual Joining
- Time: 09:30 AM
- Contact person: HR Department

We welcome you to the QA InfoTech family and wish you a successful career with us.

Sincerely,

**For QA InfoTech Software Services (P) Ltd.- A Qualitest Company,**



**Minesh Upadhyaya**

**(Sr. Vice President)**



Director  
R.D. Engineering College  
Duhai, Ghaziabad

• This offer is valid up to the date of joining as mentioned above. **Annexure S**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Please find below the salary break up:

|                             |                        |
|-----------------------------|------------------------|
| BASIC*                      | INR 72,000.00          |
| HRA*                        | INR 36,000.00          |
| Supplementary Allowance*    | INR 19,200.00          |
| City Compensatory Allowance |                        |
| Bonus*                      | INR 1,08,000.00        |
| Employer PF Contribution    | INR 21,600.00          |
| Employee CTC                | INR 2,40,000.00        |
| Gratuity**                  | INR 3456.00            |
| <b>Employee CTC</b>         | <b>INR 2,43,456.00</b> |

\*Yearly Components (Paid Monthly).

\*\* As per the Payment of Gratuity Act, 1972 and all amendments thereafter.

Please refer to the Other Benefits on the next page.



### Other Benefits

Reimbursements- Annual



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: April 02, 2021

Manish,

Subject: Offer of Employment

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** April 05, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
**[JOB ACCEPTANCE & COMMENCEMENT]**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **April 05, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **April 05, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
Manish



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee-Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.

**ACKNOWLEDGED AND AGREED**  
*Manish*



*Manish*  
Director  
R.D. Engineering College  
Duhai, Gujarat

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**  
*Manish*



*Manish*  
Director  
R.D. Engineering College  
Gurgaon, Haryana

Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 Manish



Director  
 R.D. Engineering College  
 Duhai, Graziabad

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## Appointment Letter

**Dear Manisha,**  
Congratulations!

**Date: 01-02-2021**

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 4<sup>th</sup>, 2021 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 noncomplete 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.



  
Director  
R.D. Engineering College  
Dubai, U.A.E.



**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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



Director  
R.D. Engineering College  
Duhai, Gurgaon



7 December 2020

Letter of Offer

Dear Manthan Gaur,

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 January 4, 2021** 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 :** Manthan Gaur  
**Designation :** Trainee Software Engineer

| Duration                           | Jan 21- July, 21 | Aug, 22- Mar, 22 | 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  
 Duhai, Ghat

**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  
Dham, Guwahati

- 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  
Duhar, Ghaziabad



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**LETTER OF INTENT**

**(Strictly Private and Confidential)**

To,

Date: March 13, 2021

Md. Waliullah,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 15, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



Director  
R.D. Engineering College  
Duhai, Gazipur



**Reference – 1**  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 15, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 15, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
*Md. Waliullah*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
*Md. Waliullah*

  
Director  
R.D. Engineering College  
Duhai, Guziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**

*Md. Waliullah*



  
Director  
R.D. Engineering College  
Duhai, Guziabad

**Reference - 4  
 (Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

sincerely,



Yours

**Mobiloitte Group**

**ACKNOWLEDGED AND AGREED:**

*Md. Waliullah*

*Director*  
 R.D. Engineering College  
 Duha, Guziabad

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# 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 Jan, 2021

SUB: LETTER OF OFFER OF EMPLOYMENT – Associate Software Engineer

Dear Mehmood,

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.



Director  
R.D. Engineering College  
Duha, Ghaziabad

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: 8<sup>th</sup> Feb, 2021

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

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

22nd February 2021

Dear Monika Jaswal,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

**Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

**Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



  
Director  
R.D. Engineering College  
Dutai, Gurgaon

Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,00,000. This will consist of:

- Salary of ₹3,80,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e. ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,80,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation.

Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Monika Jaswal ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

22nd February 2021

I accept the above offer with compensation and terms specified above. My joining date is \_\_\_\_\_

Monika  
Jaswal  
Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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# VIR SOFTECH PRIVATE LIMITED

Registered Address: 74, SAINI ENCLAVE, VIKAS MARG, DELHI-110092,  
CIN: U74999DL2015PTC287465, Phone: +91-120-4325497, Email: corp@virsofttech.com

## OFFER LETTER

18<sup>th</sup> Jan, 2021

SUB: LETTER OF OFFER OF EMPLOYMENT – Associate Software Engineer

Dear Nikhil Tyagi,

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, Graziabad

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: 8<sup>th</sup> Feb, 2021

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

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Pakhi Sharma

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//223

**Letter of Intent**

Dear Pakhi ,

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  
Duhai, Guziabad

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**OFFER LETTER**

**Date: JUNE 07, 2021**  
Noida, Uttar Pradesh, India

**Dear Parvinder Vats,**

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

Parvinder Vats

**If you have any question, please contact**

**HR@tekbeetle.com** or reach out to (+91) 9451 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  
Duhai, Ghaziabad

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**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Poorva Mittal  
RD Engineering College

Jan 20, 2021

Dear Poorva,

Congratulations, we have selected you based on your performance on our internship program. It is my pleasure to formally confirm our offer to you to join NovoInvent Software (hereinafter, "**the Company**") as a Software Engineer, based in our Noida office. You will continue on an internship with us until May 31, 2021 on the existing terms and conditions of your internship offer and have the opportunity to join as an employee at a mutually agreed upon date in June 2021. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining NovoInvent Software.

#### TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you.

#### COMPENSATION

Once you have joined us as an employee, you will have the opportunity to receive a total compensation (CTC) of **Rs. 6,00,000/-** for your first year with us as per the details below. Please note that there is a variable performance-based component of this total salary package and receiving the maximum amount will require performance at a high level in your work as a software engineer for the Firm.

You will be eligible for increments based on performance reviews for future years with us.

Your compensation, once you join as an employee, will include the following components:

##### Salary

- Your salary will be at the **annual rate of Rs. 4,60,000.00** including basic pay and allowances, to be paid in monthly installments in the first working week of every month, less applicable taxes and deductions.

##### Annual Bonus (Variable Pay)

- You will be entitled to an annual bonus based on your performance. **You may earn a bonus of 10% to 20% of your salary (i.e. a maximum of Rs. 90,000 based on your current compensation).** In practice rewards at the top end of the range are given to developers who consistently exceed performance criteria and expectations for their level.

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



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Poorva Mittal  
Jan 20, 2021

- You will be entitled to an **additional bonus amount of Rs. 20,000 to Rs. 50,000** based on your performance on projects you work on throughout the year. This amount will be paid in one or more installments coinciding with project milestones completed through the year.

#### EMPLOYEE BENEFITS

Upon joining us, you will be eligible for employee benefits as accorded by our company policies. The key features of our benefits program are as follows:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year
- After completing your first year of employment with us you will be entitled to an additional sixteen days of earned/privilege leaves per calendar year
- Allowances including house rent allowance (HRA), traveling allowance (TA), medical reimbursement, and supplementary allowance, that are paid as a part of your salary

#### PERFORMANCE REVIEWS AND INCREMENTS

You will also receive annual performance and compensation reviews in accordance with NovoInvent Software's administrative practices.

Based on your performance review and compensation structure, you may be eligible for:

- A salary increment that will be prorated based on your start date for the number of months you have been employed with us.
- Note that salary increments are based on your individual performance, the portion of the fiscal year you worked, market conditions, and your compensation relative to your peers.

#### PROBATION PERIOD

Your services shall be on probation for a period of three months after the start of your employment. After satisfactory completion of your probationary period, your services shall be deemed to be confirmed only if given in written by NovoInvent Software. The period of probation may be extended for a further period of three months. If your work and conduct during the period of probation or extended period of probation is not found satisfactory, your services are liable to be terminated without notice before the expiry of the period of probation.

#### SEPARATION TERMS

NovoInvent 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 NovoInvent. As per the terms of your internship offer, you are committed to staying employed with the company for at least a period of 1 year following the start of your employment. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.



Director  
R.D. Engineering College  
Duhai, Ghaziabad



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Jan 20, 2021

As per the terms of your internship offer, 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.

#### 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 employment, 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, 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 employment or your becoming, and serving as, an employee of NovoInvent Software.

#### 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.

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.



  
Director  
R.D. Engineering College  
Duhai, Graziabad





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Poorva Mittal  
Jan 20, 2021

INSTRUCTIONS FOR ACCEPTING JOB OFFER

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 employment to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **Feb 3, 2021**. 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 novorecruitment@novoinvent.com** (Please make sure to include all pages).

DOCUMENTS TO BE PROVIDED ON ACCEPTING THE JOB OFFER

Upon accepting the job offer, please send **scanned copies of the following documents to novorecruitment@novoinvent.com**:

- A scanned copy of the employment letter with your current/previous employer
- Copy of your last two salary slips
- A scanned copy of your **resignation with your present employer (if applicable)** at the earliest to [novorecruitment@novoinvent.com](mailto:novorecruitment@novoinvent.com).

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 Novo Invent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Accepted and Agreed To:

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Kunal Khanna  
Director, Technology Development



Director  
R.D. Engineering College  
Duhai, Ghaziabad



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Poorva Mittal  
Jan 20, 2021

**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining:

- Two passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
  - Graduation mark sheets
  - Graduation degree certificate (at the earliest available)
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of PAN Card



Director  
R.D. Engineering College  
Duhai, Guazlabad

7 December 2020

Letter of Offer

Dear Porush 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 January 4, 2021** 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 :** Porush Tyagi  
**Designation :** Trainee Software Engineer

| Duration                           | Jan 21- July, 21 | Aug, 22- Mar, 22 | 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, Gwalior

**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, 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.



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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  
Duhai, Ghatziabad

- 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  
Durai, Ghatiaabad



**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





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CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

## OFFER LETTER

Dear Poshan Tyagi,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 15<sup>th</sup> March 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000 per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 15<sup>th</sup> March 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19)
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
01/08/2022



R.D. Engineering College  
Dumai, Ghazipur

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207210461/Delhi**  
**Date: 09/03/2021**

Ms. Prachika Pal  
Pal Mohalla,  
Old Gurmandi,  
Muradnagar-201206,  
Uttar Pradesh.  
Tel# -

Dear Prachika 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 &

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TCSL/DT20207210461



**T&P TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

5th Floor, PT 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



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.

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Director  
Engineering College  
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 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 Rs.60,000 over and above your CTC during the first year.

## 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:

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TCSL/DT20207210461



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited  
5th Floor, P3 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.

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

**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



## 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.

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### 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

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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. 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.

#### 12. 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.

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### 13. TATA Code of Conduct

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

### 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### 15. 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.

### 16. Pre-employment Medical Certificate

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

### 17. Employment of Non Indian Citizens

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

### 18. Background Check

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.

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including termination of traineeship/service without notice.

### 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



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#### 24. Data Privacy Clause:

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

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

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

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

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

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



  
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**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan**  
**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



  
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GROSS SALARY SHEET

Annexure 1

|                |                                    |
|----------------|------------------------------------|
| Name           | Prachika Pal                       |
| Designation    | Assistant System Engineer-Trainee  |
| Institute Name | R D Engineering College, Ghaziabad |

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             |
| Retention Incentive                   | NA            | 0                  |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,877</b>    |
| <b>Xplore/ Learning Incentive****</b> |               | <b>Upto 60,000</b> |

# 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 Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |

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Annexure 2

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



  
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## Confidentiality and IP Terms and Conditions

### Confidentiality and IP Terms and Conditions - Annexure 3:

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



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R.D. Engineering College  
Duha, Ghaziabad



## 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.



  
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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



**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. 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.

**8. 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.



*[Signature]*  
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Duhai, Gujziabad

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## 9. 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.

## 10. General

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

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

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

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



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

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



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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184835056/Delhi**  
**Date: 09/01/2021**

Mr. Prashant Sharma  
94Ganga Vihar Colony,  
Muradnagar,  
Ghaziabad-201206,  
Uttarpradesh.  
Tel# 91-7895444606

Dear Prashant Sharma,

**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 &

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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.



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## 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 Rs.60,000 over and above your CTC during the first year.

## 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:



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## 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.



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## 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.

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### 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

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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. 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.

#### 12. 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.

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### 13. TATA Code of Conduct

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

### 14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### 15. 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.

### 16. Pre-employment Medical Certificate

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

### 17. Employment of Non Indian Citizens

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

### 18. Background Check

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

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including termination of traineeship/service without notice.

### 19. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

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

## 20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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



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#### 24. Data Privacy Clause:

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

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

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

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

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

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



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R.D. Engineering College  
Duhai, Gwaziabad

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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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

**K Ganesan**  
**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



  
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GROSS SALARY SHEET

Annexure 1

|                |                                   |
|----------------|-----------------------------------|
| Name           | Prashant Sharma                   |
| 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             |
| Retention Incentive                   | NA            | 0                  |
| <b>TOTAL GROSS</b>                    | <b>27,415</b> | <b>3,36,877</b>    |
| <b>Xplore/ Learning Incentive****</b> |               | <b>Upto 60,000</b> |

# 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 Card                        | 500          | 6,000         |
| <b>GROSS BOUQUET OF BENEFITS</b> | <b>7,646</b> | <b>91,752</b> |

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Annexure 2

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



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



**Confidentiality and IP Terms and Conditions**

**Confidentiality and IP Terms and Conditions - Annexure 3:**

**1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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

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*[Handwritten signature]*

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## 2. Associate's Obligations

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

## 3. Intellectual Property Rights

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



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#### 4. Prior knowledge

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

#### 5. Use of third party material

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

#### 6. Security policies and Guidelines.

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

#### 7. 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.

#### 8. No License

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

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Duhai, G7-221, Phase 1

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## 9. 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.

## 10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or 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 or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



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

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



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(69)

# 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 Jan, 2021

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

Dear *Priyanshu Chaudhary*,

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.



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R.D. Engineering College  
Duhai, Ghaziabad

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: 8<sup>th</sup> Feb, 2021

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  
P.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

## OFFER LETTER

18<sup>th</sup> Jan, 2021

SUB: LETTER OF OFFER OF EMPLOYMENT – Associate Software Engineer

Dear Pulkit Kumar Ranjan,

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.



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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: 8<sup>th</sup> Feb, 2021

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



*Signature*  
Director  
R.D. Engineering College  
Ghaziabad, U.P. - 201002



**MOBISOFT LABS**

APP. WEB. GAMES

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## Appointment Letter

**Dear Ravi Verma,**  
Congratulations!

**Date: 01-02-2021**

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 4<sup>th</sup>, 2021 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 noncompete 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.



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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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



Director  
R.D. Engineering College  
Dunari, Gurgaon

73



**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 – 4349074/75

Ria Sharma  
RD Engineering College

Jan 20, 2021

Dear Ria,

Congratulations, we have selected you based on your performance on our internship program. It is my pleasure to formally confirm our offer to you to join NovoInvent Software (hereinafter, "**the Company**") as a Software Engineer, based in our Noida office. You will continue on an internship with us until May 31, 2021 on the existing terms and conditions of your internship offer and have the opportunity to join as an employee at a mutually agreed upon date in June 2021. This offer, and the opportunity it represents, is extended with great confidence in your ability. We are excited about you joining NovoInvent Software.

#### TERMS OF OFFER

This document outlines the compensation components and the non-financial features of our offer to you.

#### COMPENSATION

Once you have joined us as an employee, you will have the opportunity to receive a total compensation (**CTC**) of **Rs. 6,00,000/-** for your first year with us as per the details below. Please note that there is a variable performance-based component of this total salary package and receiving the maximum amount will require performance at a high level in your work as a software engineer for the Firm.

You will be eligible for increments based on performance reviews for future years with us.

Your compensation, once you join as an employee, will include the following components:

#### Salary

- Your salary will be at the **annual rate of Rs. 4,60,000.00** including basic pay and allowances, to be paid in monthly installments in the first working week of every month, less applicable taxes and deductions.

#### Annual Bonus (Variable Pay)

- You will be entitled to an annual bonus based on your performance. **You may earn a bonus of 10% to 20% of your salary (i.e. a maximum of Rs. 90,000 based on your current compensation)**. In practice rewards at the top end of the range are given to developers who consistently exceed performance criteria and expectations for their level.

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



Page 2 of 5  
Ria Sharma  
Jan 20, 2021

- You will be entitled to an **additional bonus amount of Rs. 20,000 to Rs. 50,000** based on your performance on projects you work on throughout the year. This amount will be paid in one or more installments coinciding with project milestones completed through the year.

### EMPLOYEE BENEFITS

Upon joining us, you will be eligible for employee benefits as accorded by our company policies. The key features of our benefits program are as follows:

- Eleven fixed paid holidays per calendar year
- Twelve days of casual and sick leaves per calendar year
- After completing your first year of employment with us you will be entitled to an additional sixteen days of earned/privilege leaves per calendar year
- Allowances including house rent allowance (HRA), traveling allowance (TA), medical reimbursement, and supplementary allowance, that are paid as a part of your salary

### PERFORMANCE REVIEWS AND INCREMENTS

You will also receive annual performance and compensation reviews in accordance with NovoInvent Software's administrative practices.

Based on your performance review and compensation structure, you may be eligible for:

- A salary increment that will be prorated based on your start date for the number of months you have been employed with us.
- Note that salary increments are based on your individual performance, the portion of the fiscal year you worked, market conditions, and your compensation relative to your peers.

### PROBATION PERIOD

Your services shall be on probation for a period of three months after the start of your employment. After satisfactory completion of your probationary period, your services shall be deemed to be confirmed only if given in written by NovoInvent Software. The period of probation may be extended for a further period of three months. If your work and conduct during the period of probation or extended period of probation is not found satisfactory, your services are liable to be terminated without notice before the expiry of the period of probation.

### SEPARATION TERMS

NovoInvent 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 NovoInvent. As per the terms of your internship offer, you are committed to staying employed with the company for at least a period of 1 year following the start of your employment. After completing 1 year of employment you may resign from your employment by giving a clear two months' notice in writing.



Director  
R.D. Engineering College  
Duhai, Ghaziabad





Page 3 of 5  
Ria Sharma  
Jan 20, 2021

As per the terms of your internship offer, 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.

#### 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 employment, 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, 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 employment or your becoming, and serving as, an employee of NovoInvent Software.

#### 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.

If found guilty of this misconduct, as a penalty you are liable to pay the Company damages in addition to serious disciplinary action.



Director  
R.D. Engineering College  
Duhai, Gujratabad



Page 4 of 5  
Ria Sharma  
Jan 20, 2021

INSTRUCTIONS FOR ACCEPTING JOB OFFER

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 employment to you.

We look forward to hearing from you. For planning purposes, we would appreciate your response to this offer by **Feb 3, 2021**. 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 novorecruitment@novoinvent.com** (Please make sure to include all pages).

DOCUMENTS TO BE PROVIDED ON ACCEPTING THE JOB OFFER

Upon accepting the job offer, please send **scanned copies of the following documents to novorecruitment@novoinvent.com**:

- A scanned copy of the employment letter with your current/previous employer
- Copy of your last two salary slips
- A scanned copy of your **resignation with your present employer (if applicable)** at the earliest to [novorecruitment@novoinvent.com](mailto:novorecruitment@novoinvent.com).

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 Novo Invent Software's team of outstanding professionals.

Sincerely yours,  
NovoInvent Software

Accepted and Agreed To:

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date

Kunal Khanna  
Director, Technology Development



Director  
R.D. Engineering College  
Duhai, Gujziabad



Page 5 of 5  
Ria Sharma  
Jan 20, 2021

**Annexure A: Documents you are required to submit on the Day of Joining:**

Submit the following documents on the day of joining:

- Two passport size Photographs
- Self-attested copies of Educational Certificates
  - Class 10 (or equivalent) mark sheets
  - Class 12 (or equivalent) mark sheets
  - Graduation mark sheets
  - Graduation degree certificate (at the earliest available)
- Prior experience certificates for trainings, internships, etc. (if applicable)
- Identity Proof
- Copy of PAN Card



  
Director  
R.D. Engineering College  
Duhai, Gaziabad

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**7 December 2020****Letter of Offer****Dear Ravi Verma,**

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 January 4, 2021** 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 :** Ravi Verma  
**Designation :** Trainee Software Engineer

| Duration                           | Jan 21- July, 21     | Aug, 22- Mar, 22     | Annual              |
|------------------------------------|----------------------|----------------------|---------------------|
| <b>Salary Particulars</b>          | <b>Monthly (Rs.)</b> | <b>Monthly (Rs.)</b> | <b>Annual (Rs.)</b> |
| 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, 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 :**

- \*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, Gorakhpur

## 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.



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, Guazliabad

#### 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, Gajazabad

**RDEC**  
**Mail**

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Placement cell &lt;resume@rdec.in&gt;

**OFFER LETTER || AGICENT TECHNOLOGY PVT. LTD. || RIYA VASHISTHA ||  
1723110083 || 2017-2021 || CSE**

1 message

**Riya Vashistha** <riyakm191@gmail.com>  
To: resume@rdec.in

Mon, Mar 22, 2021 at 2:29 PM

On Fri, 12 Mar, 2021, 6:13 pm Ambika Tyagi, <ambika.tyagi@agicent.com> wrote:  
Dear Riya,

As per our discussion please share the documents mentioned below.

1. X, XII, graduation latest mark sheet (Scanned copies)
2. Permanent Address Proof (Adhar Card / DL/ Passport/ Voter ID). (Scanned)
3. Pan Card (Scanned)
4. 1 passport size pic (Scanned)

Please confirm your DOJ 16th Mar 2021 and you should report to our office at 10:00 AM. Also bring along original documents for verification and one photocopy of each while coming for joining.

Regards,  
Ambika Tyagi  
Sr. HR Executive  
Agicent Technologies Pvt Ltd  
India: +91-892-036-1342  
Skype: career\_1155



Director  
R.D. Engineering College  
Duhai, Guazlabad



# 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> Jan, 2021

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

Dear Rohit,

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, Gurgaon

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: 8<sup>th</sup> Feb, 2021

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

A blue ink stamp from R.D. Engineering College, Ghaziabad. The stamp contains the text "R.D. Engineering College" and "Ghaziabad" in blue ink. A handwritten signature in blue ink is written over the stamp.

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# 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 Jan, 2021

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

Dear *Roshan Mishra*,

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.



Director  
R.D. Engineering College  
Dunari, Ghaziabad

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: 8<sup>th</sup> Feb, 2021

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

7 December 2020

Letter of Offer

Dear Sabiha Yameen,

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 January 4, 2021** 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, Gaziabad



**ANNEXURE - I**

**Name of the Employee :** Sabiha Yameen  
**Designation :** Trainee Software Engineer

| Duration                           | Jan 21- July, 21 | Aug, 22- Mar, 22 | 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, 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 :**

- \*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  
Durgam Chauraha, Delhi

- 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  
Ghatampur, Ghatampur, U.P.

- 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, Gurgaon

**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





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CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

## OFFER LETTER

Dear Sajal Pratap Singh,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 15<sup>th</sup> March 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000 per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 15<sup>th</sup> March 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

*Naboneeta*

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
01/08/2022



Director  
R.D. Engineering College  
Duhai, Ghaziabad

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# 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)

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## OFFER LETTER

18 Jan, 2021

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

Dear *Sakib*,

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.



  
Director  
R.D. Engineering College  
Duhai, Graziabad



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: 8<sup>th</sup> Feb, 2021

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

A blue ink stamp with a stylized logo at the top, followed by the text "Director", "R.D. Engineering College", and "Ghaziabad, Ghaziabad" in a descending line.

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**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Sakshi  
RD Engineering College

April 11, 2020

Dear Sakshi,

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 April 15, 2020, and may have the opportunity to join us as an employee in June, 2021 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



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 2 of 5  
Sakshi  
April 11, 2020

1. We will conduct your performance review in December 2020, 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.

#### PERFORMANCE BONUS

In addition to your stipend, you will be entitled to an **additional bonus amount of Rs. 5,000 to Rs. 20,000** based on your performance on projects you work on throughout your internship. This bonus, if eligible will be paid coinciding with project milestones completed through the year.

#### 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



Director  
R.D. Engineering College  
Duhai, G-12/1/abab



Page 3 of 5  
Sakshi  
April 11, 2020

### 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.

However, if you have not received an employment with NovoInvent by January, 2021, 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.



  
Director  
R.D. Engineering College  
Duhai, Guaziabad



Page 4 of 5  
Sakshi  
April 11, 2020

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.

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 recruiting@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  
Sakshi  
April 11, 2020

**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, Gwalziabad



## OFFER LETTER

**Date: JUNE 07, 2021**  
Noida, Uttar Pradesh, India

**Dear Sakshi Sehrawat,**

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

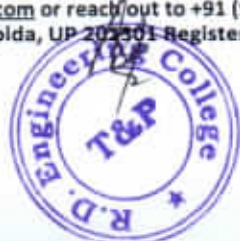
Agreed and Accepted By

Saurabh Joshi  
President and Director

Sakshi Sehrawat

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  
Duhai, Ghaziabad

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Sarthak Chadha

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//228

**Letter of Intent**

Dear Sarthak,

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  
Duhai, Gwalior





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Placement cell <resume@rdec.in>

### Offer Letter

1 message

**Satyam Tyagi** <satyam.tyagi@novoinvent.com>  
To: "resume@rdec.in" <resume@rdec.in>  
Cc: Mohd Wakil <mohdvakil@gmail.com>

Mon, Mar 22, 2021 at 7:31 AM

Company- Novoinvent  
Name- Satyam Tyagi  
Branch- CSE  
RollNo- 1723110092  
Batch- 2017-2021

**From:** Novo Recruiting <recruiting@novoinvent.com>  
**Sent:** 01 February 2021 01:55  
**To:** Satyam Tyagi <satyam.tyagi@novoinvent.com>  
**Cc:** Novo Recruitment <novorecruitment@novoinvent.com>; Shivangini Sethi <shivangini.sethi@novoinvent.com>  
**Subject:** Employment Offer

Hi Satyam  
Congrats for getting selected for the position of Software Engineer. In order to accept this offer, you will need to sign a copy of the attached offer letter and employment agreement and send us the scanned copy as instructed in the offer letter.

If you have any questions, please do not hesitate to reach out to us.

We are excited to have you on-board!

Thanks,  
Recruitment Team  
Novoinvent



Director  
R.D. Engineering College  
Gurgaon

(46)

# 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)

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## OFFER LETTER

18 Jan, 2021

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

Dear *Shanky Tyagi*,

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.



*(Signature)*  
Director  
R.D. Engineering College  
Ghaziabad

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: 8<sup>th</sup> Feb, 2021

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  
Dunai, Ghaziabad

4th March 2021

Shivam Tyagi

**Offer For Internship**

Dear Shivam Tyagi,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a six months Internship with us as an **Intern - Engineering** with monthly stipend of **INR 6,000/- (Rupees Six Thousand Only)**. On completion of the internship period your appointment shall be confirmed as **Project- Engineering** on **INR 3.2LPA**.

Your internship is scheduled to start effective from 22<sup>nd</sup> March 2021 to 22<sup>nd</sup> September 2021

Note: This offer is valid subject to verification of employment from your College/ University.

**Yours Faithfully,**  
**For Cargo Flash Infotech Pvt. Ltd.**

*Natasha Rae*

Ms. Natasha Rae  
HR Manager- People and Training



Strategic  
Partner



Director  
R.D. Engineering College  
Duhai, Ghaziabad



CIN : U72200DL2001PTC109849

142, Udyog Vihar, Phase IV Gurgaon - 122001, India | Tel : +91-124 - 7125081 |

Fax : +91 - 124 - 7125075 | email : info@cargoflash.com



**MOBISOFT LABS**

APP. WEB. GAMES

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## Appointment Letter

**Dear Shivani Chauhan,**  
Congratulations!

**Date: 01-02-2021**

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 4<sup>th</sup>, 2021 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 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 noncompetition 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.



Director  
Engineering College  
T&P, Gurgaon



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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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



Director  
R.D. Engineering College  
Duhai, Gurgaon



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CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

## OFFER LETTER

Dear Shivani Kumari,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 15<sup>th</sup> March 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 15<sup>th</sup> March 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
01/08/2022



Director  
R.D. Engineering College  
Duhai, Gr. 221abaa

(91)



**MOBISOFT LABS**

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## Appointment Letter

**Dear Shoyab,**  
Congratulations!

**Date: 01-02-2021**

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 4<sup>th</sup>, 2021 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 noncompete 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.



Director  
R.D. Engineering College  
Dunal, Gurgaon





**MOBISOFT LABS**

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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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



Director  
R.D. Engineering College  
Duhat, Gurgaon



CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

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## OFFER LETTER

Dear Shreya Garg,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 15<sup>th</sup> March 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 15<sup>th</sup> March 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
01/08/2022



Director  
R.D. Engineering College  
Duhai, Ghaziabad

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**MOBISOFT LABS**

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## Appointment Letter

**Date: 01-02-2021**

Dear Shriti Verma,  
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 4<sup>th</sup>, 2021 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 noncompeti agreement. In addition you understand that as substantial amount of company's resources goes in training yo will sign a contract bond wherein you cannot leave the organization in the first 2[two] years of your employmen

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 of College  
R.D. Engineering College  
T&P

Mobisoft Labs Ltd 1119 B4 Spaze Itech Park Sector 49 Sohna Road Gurgaon 120015



**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 Mohd. Ismaile at +91 7838935277, if you would like to discuss any aspect of this offer prior to making your decision.

**For Mobisoft Labs**

**Date: 01<sup>st</sup> February, 2021**



**HR Manager**

Deepanshi Ahuja

**Signature of the Candidate**



Director  
R.D. Engineering College  
Duhai, Ghaziabad



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CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

## OFFER LETTER

Dear Shubham Sharma,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 15<sup>th</sup> March 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000 per Annum, (One Lac Eighty Thousands per Annum).

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- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

*Naboneeta*

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
01/08/2022



R.D. Engineering College  
Duhai, Ghazipur

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7 December 2020

Letter of Offer

Dear Shubham 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 January 4, 2021** 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, Graziabad

**ANNEXURE - I**

**Name of the Employee :** Shubham Sharma  
**Designation :** Trainee Software Engineer

| Duration                           | Jan 21- July, 21 | Aug, 22- Mar, 22 | 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 :**

- \*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, 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.

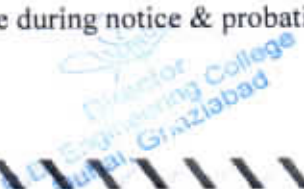
First three months of your employment will be counted as probation period. During Probation period, Webkul Software Pvt Ltd can terminate your training/appointment any time without any notice. Also, You will not be entitled to avail any leave during probation period. Any emergency leave during probation 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.



Director  
R.D. Engineering College  
Noida

- 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, Ghazipur



WEBKUL SOFTWARE PVT. LTD.

CIN : U72300UP2010PTC011790  
A 67 2ND FLOOR SECTOR-63  
NOIDA 201301 (U.P) INDIA  
PHONE : (+91) 9650486649  
VISIT US : WWW.WEBKUL.COM

#### 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



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

22nd February 2021

Dear Siddharth Tyagi,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

**Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

**Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



Director  
R.D. Engineering College  
Pratapnagar

Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,00,000. This will consist of:

- Salary of ₹3,80,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,80,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation.

Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



Director  
R.D. Engineering College  
Ghaziabad

Siddharth Tyagi ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

22nd February 2021

I accept the above offer with compensation and terms specified above. My joining date is .....

Siddharth

Tyagi

Date:



*Director*  
R.D. Engineering College  
Osnat, Gwalabad

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# 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)

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## OFFER LETTER

18 Jan, 2021

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

Dear *Suhail Ahmad*,

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.



  
Director  
R.D. Engineering College  
Ghaziabad



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: 8<sup>th</sup> Feb, 2021

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



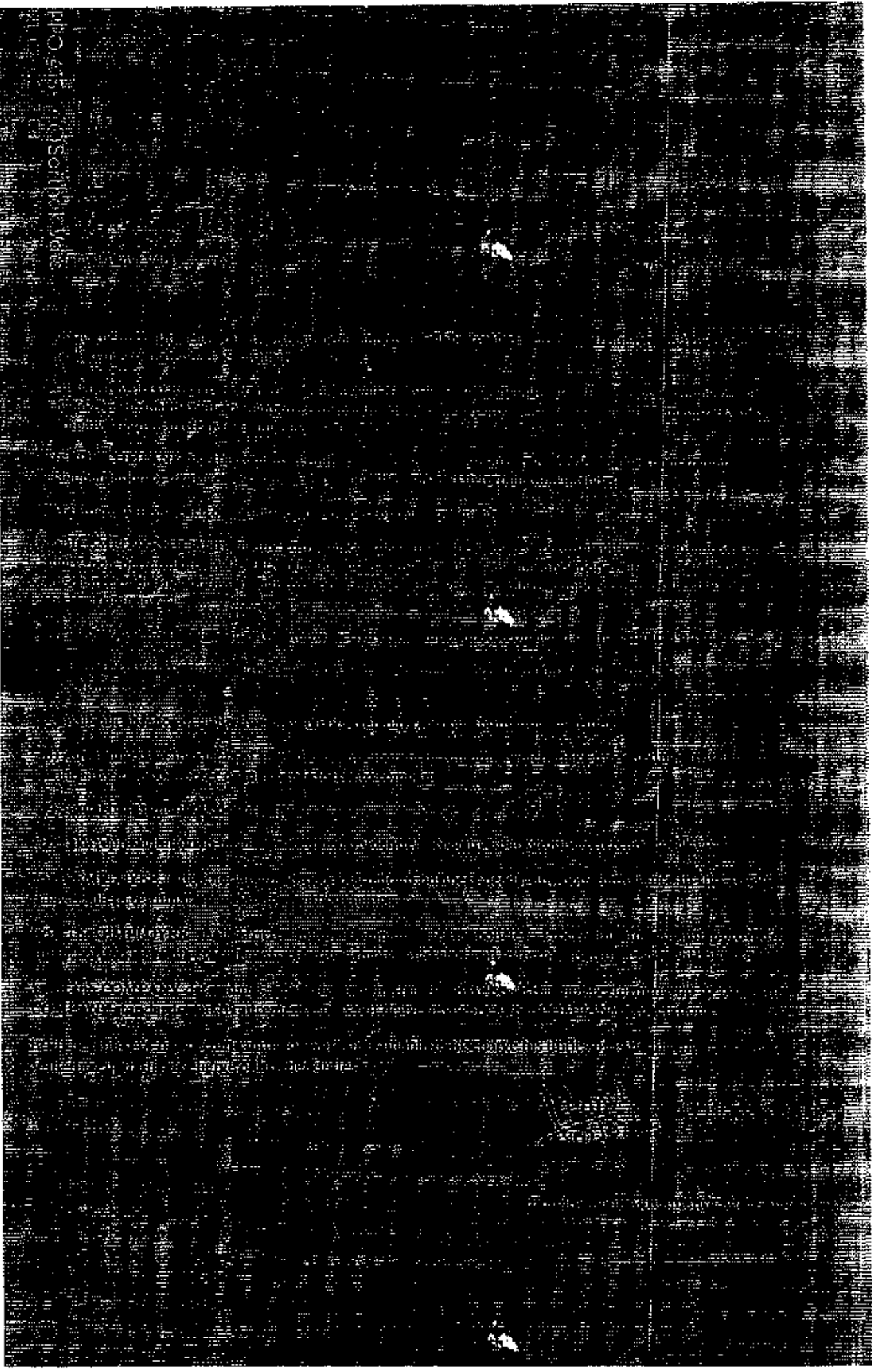
Date

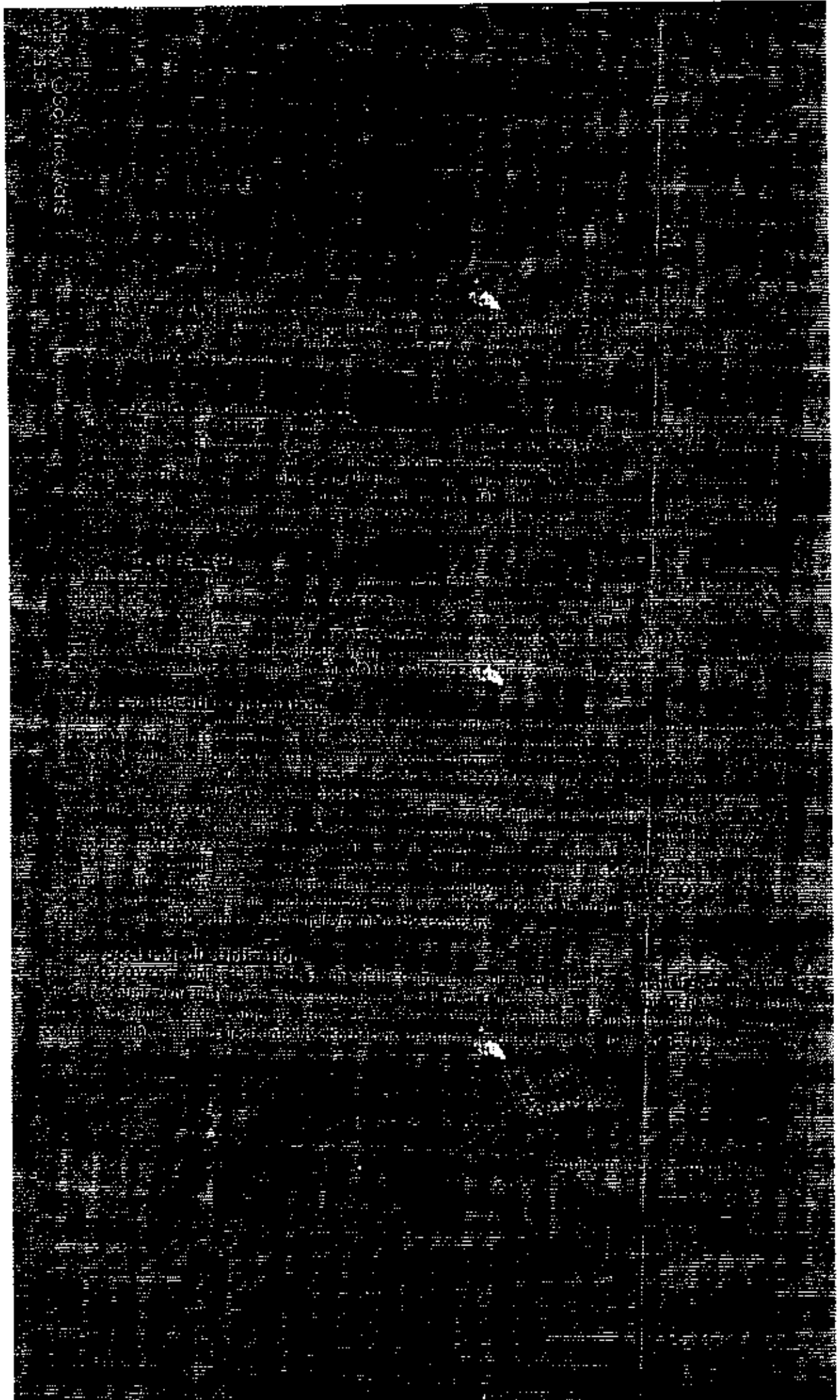
Director  
R.D. Engineering College  
Ghaziabad

OSARTH W. ...

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PHOTOGRAPHY





SAIT HCL VALL

SAIT HCL VALL

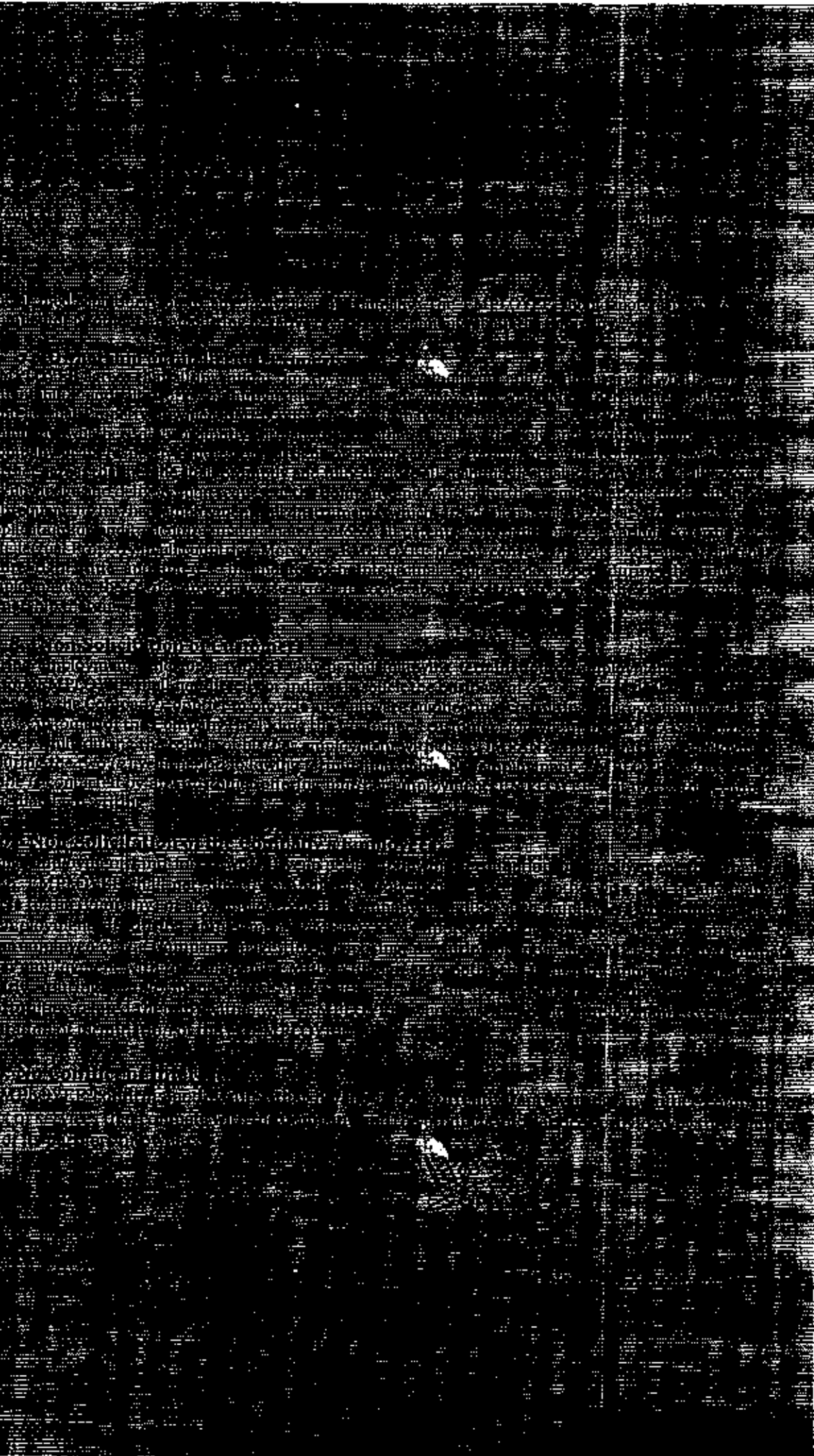
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4th March 2021

Uchit Choudhary

**Offer For Internship**

Dear Uchit Choudhary,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a six months Internship with us as an **Intern - Engineering** with monthly stipend of **INR 6,000/- (Rupees Six Thousand Only)**. On completion of the internship period your appointment shall be confirmed as **Project- Engineering** on **INR 3.2LPA**.

Your internship is scheduled to start effective from 22<sup>nd</sup> March 2021 to 22<sup>nd</sup> September 2021

Note: This offer is valid subject to verification of employment from your College/ University.

**Yours Faithfully,**  
For Cargo Flash Infotech Pvt. Ltd.

*Natasha Rae*

Ms. Natasha Rae  
HR Manager- People and Training



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Udit Garg

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//230

**Letter of Intent**

Dear Udit,

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  
Duhai, Ghaziabad



22nd February 2021

Dear Veer Panchal,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

**Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

**Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



Director  
R.D. Engineering College  
Duhai, Graziabad

Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,00,000. This will consist of:

- Salary of ₹3,80,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e. ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,80,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation. Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



R.D. Engineering College  
T&P  
2024

Veer Panchal ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

22nd February 2021

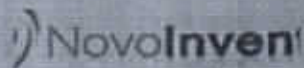
I accept the above offer with compensation and terms specified above. My joining date is .....

Veer Panchal

Date:



*Nidhi Pareek*  
Director  
R.D. Engineering College



**NovoInvent Software Pvt. Ltd.**  
Sixth Floor, Tower 1, Stellar IT Park  
C-25, Sec-62, Noida-201309  
Tel: +91 120 - 4349074/75

Vikanshu Chauhan  
RD Engineering College

September 2, 2020

Dear Vikanshu,

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 Sep 07, 2020, and may have the opportunity to join us as an employee in June 2021 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.

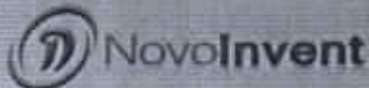
#### FUTURE JOB OFFER

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, Tower 1, Stellar IT Park, C-25, Sec-62, Noida-201309  
T: +91 120 - 4349074/75



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 2 of 5  
Vikanshu Chauhan  
Sep 02, 2020

1. We will conduct your performance review in January 2021, 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.

#### PERFORMANCE BONUS

In addition to your stipend, you will be entitled to an **additional bonus amount of Rs. 5,000 to Rs. 20,000** based on your performance on projects you work on throughout your internship. This bonus, if eligible will be paid coinciding with project milestones completed through the year.

#### 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



Director  
R.D. Engineering College  
Duhai, Ghaziabad



Page 3 of 5  
Vikanshu Chauhan  
Sep 02, 2020

### 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.

However, if you have not received an employment with NovoInvent by January 2021, 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

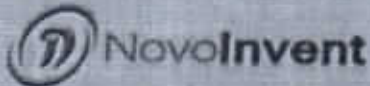
You will also be expected to abide by professional, ethical, and NovoInvent Software's requirements, rules, regulations, policies, and practices. At the time of accepting this offer of internship, you must fully disclose all contractual and other restrictions or obligations to other parties, including 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.



  
Director  
R.D. Engineering College  
Duhai, Gujziabad



Page 4 of 5  
Vikanshu Chauhan  
Sep 02, 2020

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.

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 by 5<sup>th</sup> September, 2020. 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 Vikanshu Chauhan

Name Vikanshu Chauhan

Date 4<sup>th</sup> September, 2020



Director  
R.D. Engineering College  
Duttal Ghatia Road

**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, G142, Abad



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LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: March 20, 2021

Yeshyeswi tyagi

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



Director  
R.D. Engineering College  
Duhai, Guaziabad

Reference – 1  
(JOB ACCEPTANCE & COMMENCEMENT)

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
*Yeshyeswi tyagi*



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



  
Director  
R.D. Engineering College  
Duhai, Gujilabad

**ACKNOWLEDGED AND AGREED**  
*Yeshyeswi tyagi*

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining, I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**  
*Yeshyeswi tyagi*



  
Director  
R.D. Engineering College  
Durgam Chattri, Hyderabad

**Reference - 4**  
**(Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 Yesyheswi tyagi

  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

SESSION (2020-2021)

OFFER LETTER

IT BRANCH



  
Director  
R.D. Engineering College  
Duhai, Gruzabad



**APAR TECHNOLOGIES PVT. LTD.**  
8<sup>th</sup> Floor, Highway Tower I, A-13/2 3 Sector-62  
Noida-201301, India [Toll Free : 1800 212 1737]

Aadesh Sharma,

2-FEB-2021

Dear Aadesh Sharma,

Subsequent to your successful interview with Apar Technologies Pvt Ltd, we are pleased to offer you the position as "Software Engineer" in our organization.

You are requested to join us by 12-July-2021, failing which this employment offer will stand null & void.

You are requested to carry the below-mentioned documents at the time of joining:

- a) All Educational certificates (photocopies)
- b) Passport size photographs x 4 copies
- c) Documents of proof of residence (Permanent & Current)
- d) Pan Card Aadhar Card & Passport copy
- e) Signed Copy of Employment Bond

Since, you will be joining the company as a fresher, there will be a Training, and Probation Period that you will go through to acquire the right skill sets. The details of the same along with terms and conditions are mentioned in Annexure I.

As we understand you are still pursuing your Graduation, all the exam leaves during this period will be treated as loss of pay or unpaid leaves.


You will be responsible for performing services for the Company as assigned by the Company's officers and employees who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company. You will be required to provide reports concerning your work activities from time to time as requested. You will refrain from engaging directly or indirectly in any activity or business transaction for yourself or for any other person, whether or not for remuneration, direct or indirect, contingent or otherwise adversely affect the proper discharge of your duties and responsibilities to Apar Technologies Pvt. Ltd.

You shall undertake and agree that you shall not disclose to any unauthorized person, or misuse any information including financial information including processes, data, concepts, ideas, plans, strategies, analysis, surveys, and or proprietary or Client information relating to the past, present or anticipated business of the company, disclosed to you by the company or which becomes known to you in the course of your employment.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours sincerely,

For, Apar Technologies Pvt. Ltd

  
**Pallavi Srivastava**  
Manager – Human Resources



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure 1

Name: AADESH SHARMA

Date of Joining 12-July-2021

| Compensation & Benefits During your Tenure with Apar Technologies Pvt Ltd |                      |                            |                        |                     |                                 |
|---|----------------------|----------------------------|------------------------|---------------------|---------------------------------|
| Level   | Designation          | Duration                   | Salary Type            | Amount              | Benefits                        |
| 1   | Software Engineer    | Upto Graduation Completion | Stipend                | INR. 14000/- p.m    | Not Eligible                    |
| 2   | Associate Consultant | On Confirmation            | Salary On Confirmation | INR. 4.60,000/- p.a | PF, Gratuity, Medical Insurance |

Note:

Upon Completion of your graduation degree your position will be upgraded to an Associate Consultant. \*Kindly note for you to gradually move from one level to another it is mandatory for you to meet expectations on the completion of each level

\*\*On the completion of your Training period, your employment is not confirmed automatically unless you are issued a confirmation letter

### Terms & Conditions

- All the terms & condition of your employment bond is applicable to you w.e.f your Date of Joining.
- Your performance will be measured every month for the given target, in case you fail to achieve those, Company reserves the right to terminate your employment:
  - a. During Training - Immediately
  - b. One Confirmation-Two-months' notice

### Declaration

I Aadesh Sharma here with confirm that I have read and understood all of the above-mentioned terms and conditions and have no objection to abide with the same. I understand the implications of everything mentioned herein and agree with the same

Signature:  
Name:  
Date:



  
Director  
R.D. Engineering College  
Ghaziabad



2

LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: Feb 18, 2021

AASTHA,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 10, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duha, Ghaziabad

**Reference – 1**  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 10, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM on March 10, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
AASTHA



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
**AASTHA**

  
Director  
R.D. Engineering College  
Durai, Ghaziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.



**ACKNOWLEDGED AND AGREED  
AASTHA**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                     | Documents                                  | Remarks |
|---------|-------------------------------|--|---------|
| 1       | <b>EDUCATIONAL</b>            | Passport size photographs                  |         |
| 2       |                               | 10th Marksheet                             |         |
| 3       |                               | 10th Passing certificate                   |         |
| 4       |                               | 12th Marksheet                             |         |
| 5       |                               | 12th Passing certificate                   |         |
| 6       |                               | Graduation Marksheet                       |         |
| 7       |                               | Provisional Degree Certificate             |         |
| 8       |                               | PG Marksheet & Certificate                 |         |
| 9       | <b>ID &amp; Address Proof</b> | PAN Card                                   |         |
| 10      |                               | Passport                                   |         |
| 11      |                               | Aadhaar Card                               |         |
| 12      |                               | Rent Agreement (if any)                    |         |
| 13      |                               | Driving License / Voter ID Card (Optional) |         |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



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

Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 AASTHA

AFZAL AHMAD  
JAN 04, 2021

## TRAINING LETTER

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

### 1. START DATE:

Your training start date will be JAN 12, 2021

### 2. REMUNERATION

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

### 3. LEAVE ENTITLEMENT:

You are not need 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 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.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**AFZAL AHMAD**  
JAN 04, 2021

**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**  
**Duhal, Ghaziabad**

**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 01, 2021.

**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



**AFZAL AHMAD**  
JAN 04, 2021

**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

AFZAL AHMAD  
JAN 04, 2021

**OFFER OF EMPLOYMENT**

AFZAL AHMAD

Dear AFZAL AHMAD,

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

Velocity

Velocity Software Solutions Pvt. Ltd.

03-May-2021

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Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

Dear AKSHARA BHARDWAJ,

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 17-May-2021 (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  
Duhai, Ghaziabad

5



**APAR TECHNOLOGIES PVT. LTD.**  
8<sup>th</sup> Floor, Highway Tower 1, A-13/2 3 Sector-62  
Noida-201301, India (Toll Free : 1800 212 1737)

Alisha Karn,

2-FEB-2021

Dear Alisha Karn,

Subsequent to your successful interview with Apar Technologies Pvt Ltd, we are pleased to offer you the position as "Software Engineer" in our organization.

You are requested to join us by 12-July-2021, failing which this employment offer will stand null & void.

You are requested to carry the below-mentioned documents at the time of joining:

- All Educational certificates (photocopies)
- Passport size photographs x 4 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card Aadhar Card & Passport copy
- Signed Copy of Employment Bond

Since, you will be joining the company as a fresher, there will be a Training, and Probation Period that you will go through to acquire the right skill sets. The details of the same along with terms and conditions are mentioned in Annexure 1.

As we understand you are still pursuing your Graduation, all the exam leaves during this period will be treated as loss of pay or unpaid leaves.

You will be responsible for performing services for the Company as assigned by the Company's officers and employees who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company. You will be required to provide reports concerning your work activities from time to time as requested. You will refrain from engaging directly or indirectly in any activity or business transaction for yourself or for any other person, whether or not for remuneration, direct or indirect, contingent or otherwise adversely affect the proper discharge of your duties and responsibilities to Apar Technologies Pvt. Ltd.

You shall undertake and agree that you shall not disclose to any unauthorized person, or misuse any information including financial information including processes, data, concepts, ideas, plans, strategies, analysis, surveys, and or proprietary or Client information relating to the past, present or anticipated business of the company, disclosed to you by the company or which becomes known to you in the course of your employment.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours sincerely,

For, Apar Technologies Pvt. Ltd

  
**Pallavi Srivastava**  
Manager - Human Resources



  
Director  
R.D. Engineering College  
Duha, Ghaziabad

## Annexure 1

Name: ALISHA KARN

Date of Joining 12-July-2021

| Compensation & Benefits During your Tenure with Apar Technologies Pvt Ltd |                      |                            |                        |                     |                                 |
|---|----------------------|----------------------------|------------------------|---------------------|---------------------------------|
| Level   | Designation          | Duration                   | Salary Type            | Amount              | Benefits                        |
| 1   | Software Engineer    | Upto Graduation Completion | Stipend                | INR. 14000/- p.m    | Not Eligible                    |
| 2   | Associate Consultant | On Confirmation            | Salary On Confirmation | INR. 4.60,000/- p.a | PF, Gratuity, Medical Insurance |

Note:

Upon Completion of your graduation degree your position will be upgraded to an Associate Consultant. \*Kindly note for you to gradually move from one level to another it is mandatory for you to meet expectations on the completion of each level

\*\*On the completion of your Training period, your employment is not confirmed automatically unless you are issued a confirmation letter

Terms & Conditions

- All the terms & condition of your employment bond is applicable to you w.e.f your Date of Joining.
- Your performance will be measured every month for the given target, in case you fail to achieve those, Company reserves the right to terminate your employment:
  - During Training - Immediately
  - One Confirmation-Two-months' notice

### Declaration

I Alisha Karn here with confirm that I have read and understood all of the above-mentioned terms and conditions and have no objection to abide with the same. I understand the implications of everything mentioned herein and agree with the same

Signature:  
Name:  
Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: Feb 18, 2021

ANKIT RAGHAV,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 10, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 10, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 10, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
**ANKIT RAGHAV**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
**ANKIT RAGHAV**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED  
ANKIT RAGHAV**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference - 4  
 (Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

**ACKNOWLEDGED AND AGREED:  
 ANKIT RAGHAV**

*(Signature)*  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

Velocity

Velocity Software Solutions Pvt. Ltd.

03-May-2021

Dear ANUPAM 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 17-May-2021 (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



CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh - 201301

## OFFER LETTER

Dear Chiranjeev Vats,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 12<sup>th</sup> Aug 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180,000 per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 12<sup>th</sup> Aug 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
07/08/2021



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Velocity

Velocity Software Solutions Pvt. Ltd.

03-May-2021



Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

Dear DIVYANSHU SHARMA,

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 17-May-2021 (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  
Duhai, Ghaziabad

DUSHYANT KUMAR  
JAN 04, 2021

## TRAINING LETTER

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

### 1. START DATE:

Your training start date will be JAN 12, 2021

### 2. REMUNERATION

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

### 3. LEAVE ENTITLEMENT:

You are not need 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 acceptance and abidance of the non-disclosure agreement acquired d 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.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

DUSHYANT KUMAR  
JAN 04, 2021

### 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

KUMAR

DUSHYANT

JAN 04, 2021

**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 01, 2021.

**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, however, Company can decide to terminate your probation period by giving 60 days' notice with the reason. The reason of premature



*Sd/-*  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**DUSHYANT KUMAR**  
**JAN 04, 2021**

**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

**DUSHYANT KUMAR**  
**JAN 04, 2021**

**OFFER OF EMPLOYMENT**

DUSHYANT KUMAR

Dear DUSHYANT KUMAR,

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



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**APAR TECHNOLOGIES PVT. LTD.**  
8<sup>th</sup> Floor, Highway Tower-1, A-13/2 3 Sector-62  
Noida-201301, India [Toll Free : 1800 212 1737]

Hansika Karn,

2-FEB-2021

Dear Hansika Karn,

Subsequent to your successful interview with Apar Technologies Pvt Ltd, we are pleased to offer you the position as "Software Engineer" in our organization.

You are requested to join us by 12-July-2021, failing which this employment offer will stand null & void.

You are requested to carry the below-mentioned documents at the time of joining:

- All Educational certificates (photocopies)
- Passport size photographs x 4 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card Aadhar Card & Passport copy
- Signed Copy of Employment Bond

Since, you will be joining the company as a fresher, there will be a Training, and Probation Period that you will go through to acquire the right skill sets. The details of the same along with terms and conditions are mentioned in Annexure 1.

As we understand you are still pursuing your Graduation, all the exam leaves during this period will be treated as loss of pay or unpaid leaves.

You will be responsible for performing services for the Company as assigned by the Company's officers and employees who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company. You will be required to provide reports concerning your work activities from time to time as requested. You will refrain from engaging directly or indirectly in any activity or business transaction for yourself or for any other person, whether or not for remuneration, direct or indirect, contingent or otherwise adversely affect the proper discharge of your duties and responsibilities to Apar Technologies Pvt. Ltd.

You shall undertake and agree that you shall not disclose to any unauthorized person, or misuse any information including financial information including processes, data, concepts, ideas, plans, strategies, analysis, surveys, and or proprietary or Client information relating to the past, present or anticipated business of the company, disclosed to you by the company or which becomes known to you in the course of your employment.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours sincerely,

For, Apar Technologies Pvt. Ltd

  
Pallavi Srivastava  
Manager - Human Resources



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## Annexure 1

Name: HANSIKA KARN

Date of Joining 12-July-2021

| Compensation & Benefits During your Tenure with Apar Technologies Pvt Ltd |                      |                            |                        |                     |                                 |
|---|----------------------|----------------------------|------------------------|---------------------|---------------------------------|
| Level   | Designation          | Duration                   | Salary Type            | Amount              | Benefits                        |
| 1   | Software Engineer    | Upto Graduation Completion | Stipend                | INR. 14000/- p.m    | Not Eligible                    |
| 2   | Associate Consultant | On Confirmation            | Salary On Confirmation | INR. 4.60,000/- p.a | PF, Gratuity, Medical Insurance |

Note:

Upon Completion of your graduation degree your position will be upgraded to an Associate Consultant. \*Kindly note for you to gradually move from one level to another it is mandatory for you to meet expectations on the completion of each level

\*\*On the completion of your Training period, your employment is not confirmed automatically unless you are issued a confirmation letter

### Terms & Conditions

- All the terms & condition of your employment bond is applicable to you w.e.f your Date of Joining.
- Your performance will be measured every month for the given target, in case you fail to achieve those, Company reserves the right to terminate your employment:
  - a. During Training - Immediately
  - b. One Confirmation-Two-months' notice

### Declaration

I Hansika Karn here with confirm that I have read and understood all of the above-mentioned terms and conditions and have no objection to abide with the same. I understand the implications of everything mentioned herein and agree with the same



Signature:  
Name:  
Date:

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ISHIKA TYAGI**  
**JAN 04, 2021**

**TRAINING LETTER**

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

**1. START DATE:**

Your training start date will be JAN 12, 2021

**2. REMUNERATION**

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

**3. LEAVE ENTITLEMENT:**

You are not need 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 acceptance and abidance of the non-disclosure agreement acquired d 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.



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

ISHIKA TYAGI  
JAN 04, 2021

**TRAINING LETTER**

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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

**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 01, 2021.

**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:**

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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

**ISHIKA TYAGI**  
JAN 04, 2021

**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.

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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



ISHIKA TYAGI  
JAN 04, 2021

**OFFER OF EMPLOYMENT**

ISHIKA TYAGI

Dear ISHIKA TYAGI,

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

Velocity

Velocity Software Solutions Pvt. Ltd.

03-May-2021

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Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

Dear NISHANT KUMAR  
TYAGI,

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 17-May-2021 (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  
Duhai, Ghaziabad

18

LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: Feb 18, 2021

PRATHAM SHARMA,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 10, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



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

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 10, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 10, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
**PRATHAM SHARMA**



R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.

**ACKNOWLEDGED AND AGREED**  
**PRATHAM SHARMA**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED  
PRATHAM SHARMA**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference - 4  
 (Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)

Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
**PRATHAM SHARMA**



*Pratham Sharma*  
 Director  
 R.D. Engineering College  
 Ghaziabad

Velocity

Velocity Software Solutions Pvt. Ltd.

03-May-2021

Dear ROHIT,

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 17-May-2021 (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  
G.D. Engineering College  
Ghaziabad





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**APAR TECHNOLOGIES PVT. LTD.**

8<sup>th</sup> Floor, Highway Tower-1, A-13/2 3 Sector-62  
Noida-201301, India (Toll Free : 1800 212 1737)

Siddhant Goel,

2-FEB-2021

Dear Siddhant Goel,

Subsequent to your successful interview with Apar Technologies Pvt Ltd, we are pleased to offer you the position as "Software Engineer" in our organization.

You are requested to join us by 12-July-2021, failing which this employment offer will stand null & void.

You are requested to carry the below-mentioned documents at the time of joining:

- a) All Educational certificates (photocopies)
- b) Passport size photographs x 4 copies
- c) Documents of proof of residence (Permanent & Current)
- d) Pan Card Aadhar Card & Passport copy
- e) Signed Copy of Employment Bond

Since, you will be joining the company as a fresher, there will be a Training, and Probation Period that you will go through to acquire the right skill sets. The details of the same along with terms and conditions are mentioned in Annexure 1.

As we understand you are still pursuing your Graduation, all the exam leaves during this period will be treated as loss of pay or unpaid leaves.

You will be responsible for performing services for the Company as assigned by the Company's officers and employees who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company. You will be required to provide reports concerning your work activities from time to time as requested. You will refrain from engaging directly or indirectly in any activity or business transaction for yourself or for any other person, whether or not for remuneration, direct or indirect, contingent or otherwise adversely affect the proper discharge of your duties and responsibilities to Apar Technologies Pvt. Ltd.

You shall undertake and agree that you shall not disclose to any unauthorized person, or misuse any information including financial information including processes, data, concepts, ideas, plans, strategies, analysis, surveys, and or proprietary or Client information relating to the past, present or anticipated business of the company, disclosed to you by the company or which becomes known to you in the course of your employment.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours sincerely,

For, Apar Technologies Pvt. Ltd

  
Pallavi Srivastava  
Manager - Human Resources



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Head Office : SJR Cyber, 2nd Floor, Site No. 22, Laskar Housar Road  
Adugodi, Bengaluru, Bangalore, Karnataka, India 560030  
CIN: I17220KA2000PTC120588 Tel: +91 (22) 81894343 www.apartechnologies.com

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## Annexure 1

Name: SIDDHANT GOEL

Date of Joining 12-July-2021

| Compensation & Benefits During your Tenure with Apar Technologies Pvt Ltd |                      |                            |                        |                     |                                 |
|---|----------------------|----------------------------|------------------------|---------------------|---------------------------------|
| Level   | Designation          | Duration                   | Salary Type            | Amount              | Benefits                        |
| 1   | Software Engineer    | Upto Graduation Completion | Stipend                | INR. 14000/- p.m    | Not Eligible                    |
| 2   | Associate Consultant | On Confirmation            | Salary On Confirmation | INR. 4.60,000/- p.a | PF, Gratuity, Medical Insurance |

Note:

Upon Completion of your graduation degree your position will be upgraded to an Associate Consultant. \*Kindly note for you to gradually move from one level to another it is mandatory for you to meet expectations on the completion of each level

\*\*On the completion of your Training period, your employment is not confirmed automatically unless you are issued a confirmation letter

Terms & Conditions

- All the terms & condition of your employment bond is applicable to you w.e.f your Date of Joining.
- Your performance will be measured every month for the given target, in case you fail to achieve those, Company reserves the right to terminate your employment:
  - a. During Training - Immediately
  - b. One Confirmation-Two-months' notice

Declaration

I Siddhant Goel here with confirm that I have read and understood all of the above-mentioned terms and conditions and have no objection to abide with the same. I understand the implications of everything mentioned herein and agree with the same

Signature:  
Name:  
Date:



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

23



CSII Building  
C-56, A-2, C Block,  
Sector 62, Noida Uttar  
Pradesh 201301

## OFFER LETTER

Dear Deepa Rai,

We thank you for your interest in our Organization & time spent by you during interactions with our officers. After careful consideration of our interactions with you, I'm pleased to extend an offer to you a position at Varaisys Private Limited.

Your position title will be **Software Developer Grade G20** with your primary work location as Varaisys office in Noida/Dehradun. You are requested to join us on or before Monday, 12<sup>th</sup> Aug 2021 for this position. Your Yearly CTC at Varaisys Private Limited will be INR 180 000 per Annum, (One Lac Eighty Thousands per Annum).

This offer is conditional in nature, that is, in case the conditions mentioned below are not met, the offer shall be deemed to be withdrawn.

- 1) You are expected to join on or before 12<sup>th</sup> Aug 2021.
- 2) A Positive Feedback on the Background Check Report.
- 3) You must have a Laptop and a broadband connection for remote work (Due to Covid-19 )
- 4) Due to Covid-19 this job is temporarily on a remote basis, you need to report to our office in Noida/Dehradun at company's discretion.

To accept this offer, please revert with an acceptance email, so that we can proceed further with your joining formalities. If you have any questions about this offer or would like more information, please contact me on my mail ID or using the phone number mentioned below.

Sincerely,

*Naboneeta*

Naboneeta Das  
+91-8318032714  
for Human Resource  
Department Dated:  
07/08/2021



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

SESSION (2020-2021)

OFFER LETTER

ECE BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

REF: PPIL/20(03)/RD099

Date: 10-March-2020

**ABHIJEET CHAUDHARY**

**Subject: Contract Letter for the Post of Wireman**

Dear ABHIJEET CHAUDHARY

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. **10-March-2020 to 10-March-2021** 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. **10-Mar-2020**. 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-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)



Director  
R.D. Engineering College  
Dulharian, Ghaziabad

# 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: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-57  
Fax: +91-124-4871698-55/2342688  
E-mail: planet@planetpci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



Director  
R.D. Engineering College  
Pusa, Ghaziabad

# 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



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)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# 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> |



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)



  
Director  
R.D. Engineering College  
Duhiti, Ghaziabad



(6)

**LETTER OF INTENT**

(Strictly Private and Confidential)

To,

Date: March 16, 2020

ABHISHEK JHA,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join Mobiloitte Technologies (I) Pvt. Ltd. as per the below terms and conditions:

Position: Trainee- Software Engineer

Date of Joining: March 20, 2020

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to:-

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Ghaziabad

**Reference – 1**  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase 1  
New Delhi – 110029

**Subject: Joining Acceptance and confirmation**

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 20, 2020** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 20, 2020**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
A. HANSHU MITA



  
Director  
R.D. Engineering College  
Duh II, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification.
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other firm, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. If you pass all cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer as necessary.



**ACKNOWLEDGED AND AGREED**  
**ABHISHEK JHA**

  
Director  
R.D. Engineering College  
Duhok, Ghaziabad

Reference – 3  
(EMPLOYEE DECLARATION)

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of Joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.



ACKNOWLEDGED AND AGREED  
ABHISHEK JHA

  
Director  
R.D. Engineering College  
Ghaziabad

Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhar Card                                |                                |          |
| 12      | Rent / Agreement (if any)                  |                                |          |
| 13      | Driving License / Voter ID Card (Personal) |                                |          |

Primary Point of Contact:

HR Team

• Email Address: [hr@mobiloitte.com](mailto:hr@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
**ABHISHEK JHA**

  
 Director  
 R.D. Engineering College  
 Durga, Ghaziabad

(71)

**LETTER OF INTENT**

**(Strictly Private and Confidential)**

To,

Date: March 16, 2020

ARUN KUMAR,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 20, 2020

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 1**  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 20, 2020** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 20, 2020**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
**ARUN KUMAR**



  
Director  
R.D. Engineering College  
Drishti, Ghazlebad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
**ARUN KUMAR**

  
Director  
R.D. Engineering College  
Ghaziabad



**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining, I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED  
ARUN KUMAR**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference - 4**  
**(Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
**ARUN KUMAR**

  
 Director  
 R.D. Engineering College  
 Dabra, Jhansi

8

**PLANET PCI**  
INFOTECH LTD.  
CIN No. : U72100DL1999PLC101989

REF: PPIL/20(03)/RD099

Date: 10-March-2020

**ASHISH KUMAR**

**Subject: Contract Letter for the Post of Wireman**

Dear ASHISH 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. **10-March-2020 to 10-March-2021** 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. **10-Mar-2020**. 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.



*[Handwritten signature]*



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 8656999 (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)



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

# 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)  
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E-mail: planet@planet-pci.com, Web: www.planetpci.com  
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*Handwritten signature*



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

# 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



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
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Director  
R.D. Engineering College  
Duhai, Ghaziabad

# 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*



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Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
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*Handwritten signature*  
Director  
R.D. Engineering College  
Pusa Road, Gurgaon

To

12<sup>th</sup> Feb, 2020

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 **HIMANSHU CHAUDHARY** in our plant for internship for the period of **01<sup>st</sup> March' 20 to 30<sup>th</sup> Aug'20**.

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 & 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, the student 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.



*[Handwritten signature]*

*[Handwritten signature]*  
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 internships 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 employment in the specific department for which you will learn and perform under guidance of Supervisor/ Mentors.
15. Performance of your projects and learnings 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 "Employee" at level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC 30,000 (Twenty Thousand Per Month).
18. You will disclose and assign to the Company for with 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  
R.D. Engineering College  
Duhai, Ghaziabad







**LETTER OF INTENT**

**(Strictly Private and Confidential)**

To,

Date: March 16, 2020

KM ANJALI,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

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- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Delhi Ghaziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

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I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 20, 2020**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
**KM ANJALI**



  
Director  
R.D. Engineering College  
Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



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**KM ANJALI**

  
Director  
R.D. Engineering College  
Ghaziabad

**Reference – 3**  
**(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**  
**KM ANJALI**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**Reference - 4**  
**(Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 KM ANJALI

  
 Director  
 R.D. Engineering College  
 Ghaziabad



# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 18-Feb-2020

Name Of the Candidate: KM ANSHU SHARMA  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear KM ANSHU SHARMA

With reference to your application and the interview you had with us on 10-Feb-2020, 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 15th-June-2020. 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.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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



*[Signature]*  
Director  
R.D. Engineering College  
Duhar Ghaziabad

To

12<sup>th</sup> Feb, 2020

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 **KM JYOTI** in our plant for internship for the period of **01<sup>st</sup> March' 20 to 30<sup>th</sup> Aug'20**.

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/Accommodations & 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. Information regarding the Company's operations or that of any of its client.



  
Director  
R.D.E.C. College



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 be liable for strict disciplinary action and all legal actions arising from this issue.

In case of any breach of the conditions of this offer, the Company shall have a right to claim appropriate remedies available under the laws with no claim on 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 Rupees).
14. Projects/applications will be assigned as per your assignment in the specific department for which you will learn and perform under guidance of Supervisor/Engineer.
15. Performance of your project/learning will be monitored and reviewed on periodic basis.
16. You will be entitled for leave 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 "Engineer" at level IV-C in any geographical plant location of Minda Corporation Ltd. at CTC of INR 20,000 (Twenty Thousand Rupees Per Month).
18. You will disclose and accept to the company fully with 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

(B)

LETTER OF INTENT

(Strictly Private and Confidential)

To,

Date: March 16, 2020

KM JYOTI,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 20, 2020

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 20, 2020** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 20, 2020**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
**KM JYOTI**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 2  
(Agreed Terms & Conditions)

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



ACKNOWLEDGED AND AGREED  
KM JYOTI

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3**  
**(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED**  
**KM JYOTI**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 KM JYOTI

  
 Director  
 R.D. Engineering College  
 Duttal, Ghaziabad

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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 18-Feb-2020

Name Of the Candidate: MANISH KUMAR HALDONUA  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear MANISH KUMAR HALDONUA

With reference to your application and the interview you had with us on 10-Feb-2020, 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 15th-June-2020. 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.



  
Director  
R.D. Engineering College  
Ghaziabad, Uttar Pradesh

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



*R.D.*  
Director  
R.D Engineering College  
Dera Ghaziabad



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# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

REF: PPIL/20(03)/RD099

Date: 10-March-2020

MEENAL

**Subject: Contract Letter for the Post of Wireman**

Dear MEENAL

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. **10-March-2020 to 10-March-2021 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. **10-Mar-2020**. 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.



*[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: +91-124-4871698-99, 2342688  
E-mail: planet@planet-pci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



*[Handwritten signature]*  
Director  
R.D. Engineering College  
Gurgaon, Haryana

# 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 257-288, 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)



Director  
R.D. Engineering College  
Pusa, Ghaziabad

# 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  
Delhi - 110016



Corporate Office: Prime Tower 287-288, Udyog Vihar, Phase – II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656999 (30 lines), 2342686-87  
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# 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)  
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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 18-Feb-2020

Name Of the Candidate: PREETI MANRAL  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear PREETI MANRAL

With reference to your application and the interview you had with us on 10-Feb-2020, 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 15th-June-2020. 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.



Director  
R.D. Engineering College  
Duhur, Ghaziabad

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



*[Signature]*  
Director  
R.D. Engineering College  
Dujal Ghaziabad

(21)

# PLANET PCI

INFOTECH LTD.

CIN No. : U72100DL1999PLC101989

REF: PPIL/20(03)/RD099

Date: 10-March-2020

**RHYTHM PANWAR**

**Subject: Contract Letter for the Post of Wireman**

Dear RHYTHM PANWAR

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. **10-March-2020 to 10-March-2021** 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. **10-March-2020**. 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.



*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:** +91-124-4871698-99, 2342685  
**E-mail:** planet@planet-pci.com, **Web:** www.planetpci.com  
**Regd. Office:** Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



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

# 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 full or part time or otherwise during the period of your employment.



*[Handwritten signature]*



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**Regd. Office:** Prime Group Building, 11/5B, Pusa Road, New Delhi - 110005 (India)



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



# 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



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# 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



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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 18-Feb-2020

Name Of the Candidate: RITESH BISHT  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear RITESH BISHT

With reference to your application and the interview you had with us on 10-Feb-2020, 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 15th-June-2020. 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.



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

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.

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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



*[Signature]*  
Director  
R.D. Engineering College  
Duhar Ghaziabad



# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 18-Feb-2020

Name Of the Candidate: RITIK SIWACH  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear RITIK SIWACH

With reference to your application and the interview you had with us on 10-Feb-2020, 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 15th-June-2020. 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.

  
Director  
R.D. Engineering College  
Duhai Ghaziabad

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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.
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  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.
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Yours Faithfully,

*Jasmeet Sharma*

Jasmeet Sharma  
CEO ,  
Vansh Constructi  
1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab 142001  
E-mail: Hr@vanshconstructions.in



*Jasmeet Sharma*  
Director  
R.D. Engineering College  
Moga, Punjab

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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 18-Feb-2020

Name Of the Candidate: SAKSHI TOMAR  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear SAKSHI TOMAR

With reference to your application and the interview you had with us on 10-Feb-2020, 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 15th-June-2020. Kindly

submit the following at the time of joining:

- Recent Passport size photo- 4
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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.

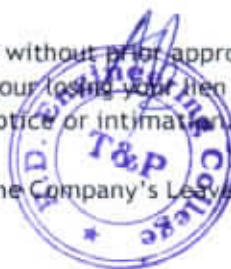
Place/Transfer: Your present place of work will be at one of the Zone offices Punjab, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the

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Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

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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.

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Yours Faithfully,



Jasmeet Sharma  
CEO ,  
Vansh Constructi  
1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab 142001  
E-mail: Hr@vanshconstructions.in



  
Director  
R D Engineering College  
Fazilabad



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**LETTER OF INTENT**

**(Strictly Private and Confidential)**

To,  
**SAVANT GIRI,**

**Date: March 16, 2020**

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 20, 2020

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
(JOB ACCEPTANCE & COMMENCEMENT)

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 20, 2020** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 20, 2020**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.



Regards,  
**SAVANT GIRI**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
**SAVANT GIRI**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED  
SAVANT GIRI**

  
Director  
R.D. Engineering College  
Duhai Ghaziabad



Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

HR Team

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 SAVANT GIRI

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# PLANET PCI

INFOTECH LTD

CIN No. : U72100DL1999PLC101989

REF: PPIL/20(03)/RD099

Date: 10-March-2020

VISHAL

**Subject: Contract Letter for the Post of Wireman**

Dear VISHAL

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. **10-March-2020 to 10-March-2021 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. **10-Mar-2020**. 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 relating 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.



*[Handwritten signature]*



**Corporate Office:** Prime Tower 2S7-2S8, Sector 14, Gurgaon 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)



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

# 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 our 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 any other site, 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 thereon 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, wherever 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, full or part time, voluntary or otherwise during the period of your employment.



Director  
R.D. Engineering College  
Ghaziabad, Ghaziabad



Corporate Office: Prime Tower 287-289, Connaught Place, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111986 (27 lines), 66000000 (Direct), 2342686-87  
Fax: +91-124-4571698/09, 2342688  
E-mail: planet@planetpci.com, Web: www.planetpci.com  
Regd. Office: Prime Group Building, 11/10, 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 contract and 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 28<sup>th</sup>-28<sup>th</sup>, Udyog Vihar, Phase - II, Gurgaon-122016 (India)  
Phone: +91-124-4111999 (30 lines), 6656009 (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 Contributing Employee     | 1781         | 21372         |
| ESIC Employee                | 128          | 1536          |
| LWF Employee                 | 0            | 0             |
| PT                           | 0            | 0             |
| <b>Total Deduction</b>       | <b>1909</b>  | <b>22908</b>  |
| PF Contributing Employee     | 1930         | 23160         |
| ESIC Employee                | 552          | 6624          |
| LWF Employee                 | 0            | 0             |
| Employee Benefit             | 695          | 8340          |
| <b>Total Deduction</b>       | <b>3177</b>  | <b>38124</b>  |
| <b>Net Payable</b>           | <b>15049</b> | <b>180588</b> |
| <b>Cost To Company (CTC)</b> | <b>20135</b> | <b>241620</b> |



Director  
R.D. Engineering College  
Duha, Ghaziabad



Corporate Office: Prime Tower 257-258, Udyog Vihar, Phase - II, Gurgaon-122016 (India)

Phone: +91-124-4111000 (50 lines), 6536999 (50 lines), 2342686-87

Fax: +91-124-4871698 (20), 2342688

E-mail: planet@planetpci.com, planet@planetpci.com

Regd. Office: Prime Group Building, 11, Connaught Road, New Delhi - 110005 (India)



To

28

12<sup>th</sup> Feb, 2020

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 MindaCorporation Ltd with a monthly stipend of INR 10,000 (Ten Thousand Rupees). We welcome VIVEK SINGH in our plant for internship for the period of 01<sup>st</sup> March' 20 to 30<sup>th</sup> Aug'20.

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.
3. Date of joining will be considered starting date of project. 90% attendance is compulsory for submission of project. Student having more than 50% attendance will be entitled for paid leaves for final examination up to six working days.
4. Company is responsible for the safety of the student during the internship training period. Company is not responsible for any liability arising out of any miss happening / accident during the internship training period.
5. Internship Trainee will do project in our factory 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 the rules and regulations of the company, such as Timing, Rules, Discipline, Safety norms etc. as applicable in the factory.
8. Internship Trainee will do the project as per the assignment which will be assigned by the HR.
9. Company does not provide transport facility. Transport facility will be provided as per company norms to Internship trainee.
10. During course of internship training, the student may come across through various internal sensitive information. You should be fully aware of this and should not divulge to any person, except with the specific authority of the company. You should not divulge any information regarding the Company's operations or that of any of its clients.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

11. No documents or stationery of any other 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 to the same.
12. You will ensure that no additional software or any third party softwares other than those provided by the Company would be loaded in the desktop / laptop / mobile phone provided by the company. For such unauthorized uploading / installation you will be liable for disciplinary action and all legal actions arising from this issue.

In case of any breach of the above terms of the offer, the Company shall have a right to claim appropriate remedies available under the laws with respect to the company.

#### B. National Apprenticeship

13. After completion of internship of six months, you will undergo the National Apprenticeship Training program for a period of six months at Minda Corporation Ltd. with monthly stipend INR 20,000 (Twenty Thousand only).
14. Projects/applications will be assigned to you in the specific department for which you will learn and perform under the supervision of the concerned staff.
15. Performance of your project will be monitored and reviewed on periodic basis.
16. You will be entitled for insurance cover as per the policy with NATS Board.

#### C. Permanent Employment

17. After successfully completion of National Apprenticeship Training and company requirement, you will be absorbed on company regular employment on a full-time basis in any geographical plant location of Minda Corporation Ltd. at CTC of INR 1,00,000/- per month (One Lakh per Month).
18. You will disclose and assign the rights of any discoveries/invention made by you during the tenure of your training to 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  
R.D. Engineering College  
Duha, Ghaziabad

SESSION (2020-2021)

OFFER LETTER

ME BRANCH



  
Director  
F.D. Engineering College  
Daman, Ghazalabad

4



April-2021  
ABHISHEK

Dear ABHISHEK,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **05<sup>th</sup>-APRIL-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,

Suresh Dwivedi  
**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

As an Engineer you are 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 Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

**Category of Leave**

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017

- In addition to the above, as per BRITO policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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



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



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

**\*\* Incentive target:**

Your 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 BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**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. The Annual Gross Compensation will remain the same.
- BRITO has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at BRITO. If you decide not to join us after signing the offer letter, BRITO reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to BRITO.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## QUIQR HR SERVICES

Date: 25/02/2021

To,

Mr. Akshay Pal

**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 QuiqrHR . 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  
Ghaziabad

Reg. Office: 156-157, 1st floor sector 9c Chandigarh, E-MAIL-ID :-

[quiqrhr@gmail.com](mailto:quiqrhr@gmail.com) [www.whoqrhrgronp.com](http://www.whoqrhrgronp.com)





⑦

**HighbondMultitapes SPA Private Limited**

**Registered Office** :3282, Plot F 3, FDDI Sahkari Awas Samiti, Alok Vihar – I, Sector – 50, Noida,  
U.P. – 201303, India.

Phone +91-120-4259995 / 4347300 Mob : +91-9810145598, 8800457979

**Factory** : D – 34, 1<sup>st</sup>& 2<sup>nd</sup> Floor Hosiery Complex,Phase - II, Noida, U.P. – 201305,  
India.

**Email** : [spa.associates@hotmail.com](mailto:spa.associates@hotmail.com), [ashokshukla26@yahoo.com](mailto:ashokshukla26@yahoo.com)

Date : 17.05.2021

**OFFER OF EMPLOYMENT**

Dear Ashish Sharma

**SUBJECT : LETTER OF INTENT FOR INTERNSHIPOFFER AS INTERN MANAGEMENT  
TRAINEE**

Dear Ashish Sharma,

Following your Group Discussion and Personal Interview during Campus Placement process for an assignment with us, we are delighted to offer you the position of InternManagement Trainee with our group firm Highbond Multitapes SPA Pvt. Ltd (a company of S.P.A. Group of Enterprises). We hope this will enable you to be a part of this fast-paced organization and your dedication and hard work will add value. You shall join us on or before August 16 2021.

The Appointment Letter shall be given to you after completion of your degree with your institute and submission of certified copies of appropriate documents and having seen the original documents of the same as well as confirmation in writing from your institute, within 6 months of your joining us as Intern Management Trainee.

Till the time such documents are submitted as proof of your passing the requisite degree, your consolidated stipend of internship shall be Rs. 18,000/- per month. Thereafter, once you have shown the proof of your completion of degree and confirmation of the same in writing from your institute, your consolidated stipend as Management Trainee shall be increased to Rs. 24,000/- per month.

Your probation shall be 6 months according to rules of employment of the company, including your internship which can be extended if the management deems fit.

Thereafter, based on your performance during probation, you may be offered a suitably higher grade along with appropriate increment/s as per the rule of employment of the group at same or any other location within India or any other country in a suitable department where your services would be found to be most appropriate by the management.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Kindly note that the company does not provide any accommodation, fooding or conveyance during probation or permanent employment, and you are advised to make your own arrangements of the same.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding performance and results that exceed expectations of stake holders and also deliver substantial value to our organization. In addition, we expect your personal accountability in all the duties and actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of your ability and potential both in terms of monetary compensation and sense of achievement.

We are confident you will find this new opportunity both challenging and rewarding. You are advised to bring the following at the time of joining along with other documents as mentioned below in relevant clause :

1. Medical Certificate of Fitness from a medical practitioner of at least MBBS Level.
2. 3 copies of your recent passport sized photographs.
3. Photo copies of a valid proof of your Date of Birth and all your educational and experience certificates (you can also attach copies of certificates of your special achievements in academics and extracurricular activities if you so wish).

We expect you to communicate with your superiors, peers and juniors formally and / or casually as needed but ensuring all the time that the interests of the organization are of paramount importance and all such records of such necessary communications as may be necessary shall be properly kept in the forms of soft copy within various devices and / or hard copy while complying with legal requirements.

The place of your initial posting will be in Noida. Your role can be changed / reduced / expanded according to the firm /group having different needs at different Business Phases or having a view that you may prove to be more productive in another role and you agree to the same by signing this document.

#### **More about Probation, Confirmation& Termination :**

You will be at a probation for 6 months as mentioned above, which can be extended at the discretion of the management to enable you to achieve the expected standard of your performance up to any period, and thereafter your appointment shall be confirmed, in case of your performance being satisfactory (and in case the probation is not extended). The firm reserves the right to confirm you earlier than the expiry of the probation period. Before the expiry of the initial or extended probationary period, a progression and performance review will be conducted on quarterly basis to assess your performance on various parameters and evaluation of such a performance of yours shall solely be done by the management or its representative/s hired / retained.

During the probation period, the organization can at any time remove you from the services after compensation of all your dues till date of such removal, due to your performance below par or even without assigning any reason/s whatsoever. Vice versa, during the probation period you can also leave the services of the organization without any prior notice, and shall be entitled to all the compensation due till the date of relieving, after clearing all appropriate dues / bills / due service liabilities towards the organization and a proper hand over of assignment to any designated executive. Also note that unless your services are expressly confirmed after the expiry of Probation Period with / without extension/s if any, the expiry of Probation Period shall be deemed to be understood as an automatic extension to the next probation period, as an opportunity to you by the management to improve your performance up to expectations of the management.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Lack of performance up to a minimum level or Indulgence in any illegal, unethical act or an act of indiscipline within the company premises or outside affecting the overall reputation of the company or passing any valuable information of confidential nature outside the company or that of insult or assault to persons including but not limited to a junior, a colleague or a senior or other persons including clients and suppliers or an indication of suicidal tendency in your behavior or being distinctly irresponsible to yourselves, your own family or others around you (the same having the possibility of being an indirect cause towards irresponsible behavior towards the firm / group) may cause your immediate termination besides being a bona fide cause of legal action against you if the situation so demands, after paying you the compensation of such an internship or employment till date.

of the same and return the endorsement copy for our records.

Sincerely,

**Ashok Shukla**

**Managing Director**

**Endorsement of Acceptance :**

I unconditionally accept this offer for employment in Highbond Multitapes SPA Pvt. Ltd. on Terms and Conditions mentioned herein and agree to abide by the same.

Signature of Employee / Intern / Trainee

Name



  
Director  
R.D. Engineering College  
Duhait, Ghaziabad



# QUIQR HR SERVICES

Date: 25/02/2021

To,

**Mr. Bhaskar Choudhary**

**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 QuiqrHR . 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



(10)

# QUIQR HR SERVICES

Date: 25/02/2021

To,

**Mr. Bunil Sahani**

**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 "**JayashreePolymer**", **Pune** on the payroll of QuiqrHR . 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

(12)



**HighbondMultitapes SPA Private Limited**

**Registered Office** : 3282, Plot F 3, FDDI Sahkari Awas Samiti, Alok Vihar – I, Sector – 50, Noida,  
U.P. – 201303, India.

Phone +91-120-4259995 / 4347300 Mob : +91-9810145598, 8800457979

**Factory** : D – 34, 1<sup>st</sup>& 2<sup>nd</sup> Floor Hosiery Complex, Phase - II, Noida, U.P. – 201305,  
India.

**Email** : [spa.associates@hotmail.com](mailto:spa.associates@hotmail.com), [ashokshukla26@yahoo.com](mailto:ashokshukla26@yahoo.com)

Date : 17.05.2021

**OFFER OF EMPLOYMENT**

Dear Deepak Kumar

**SUBJECT : LETTER OF INTENT FOR INTERNSHIPOFFER AS INTERN MANAGEMENT  
TRAINEE**

Dear Deepak Kumar,

Following your Group Discussion and Personal Interview during Campus Placement process for an assignment with us, we are delighted to offer you the position of Intern Management Trainee with our group firm Highbond Multitapes SPA Pvt. Ltd (a company of S.P.A. Group of Enterprises). We hope this will enable you to be a part of this fast-paced organization and your dedication and hard work will add value. You shall join us on or before August 16 2021.

The Appointment Letter shall be given to you after completion of your degree with your institute and submission of certified copies of appropriate documents and having seen the original documents of the same as well as confirmation in writing from your institute, within 6 months of your joining us as Intern Management Trainee.

Till the time such documents are submitted as proof of your passing the requisite degree, your consolidated stipend of internship shall be Rs. 18,000/- per month. Thereafter, once you have shown the proof of your completion of degree and confirmation of the same in writing from your institute, your consolidated stipend as Management Trainee shall be increased to Rs. 24,000/- per month.

Your probation shall be 6 months according to rules of employment of the company, including your internship which can be extended if the management deems fit.

Thereafter, based on your performance during probation, you may be offered a suitably higher grade along with appropriate increment/s as per the rule of employment of the group at same or any other location within India or any other country in a suitable department where your services would be found to be most appropriate by the management.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Kindly note that the company does not provide any accommodation, fooding or conveyance during probation or permanent employment, and you are advised to make your own arrangements of the same.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding performance and results that exceed expectations of stake holders and also deliver substantial value to our organization. In addition, we expect your personal accountability in all the duties and actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of your ability and potential both in terms of monetary compensation and sense of achievement.

We are confident you will find this new opportunity both challenging and rewarding. You are advised to bring the following at the time of joining along with other documents as mentioned below in relevant clause :

1. Medical Certificate of Fitness from a medical practitioner of at least MBBS Level.
2. 3 copies of your recent passport sized photographs.
3. Photo copies of a valid proof of your Date of Birth and all your educational and experience certificates (you can also attach copies of certificates of your special achievements in academics and extracurricular activities if you so wish).

We expect you to communicate with your superiors, peers and juniors formally and / or casually as needed but ensuring all the time that the interests of the organization are of paramount importance and all such records of such necessary communications as may be necessary shall be properly kept in the forms of soft copy within various devices and / or hard copy while complying with legal requirements.

The place of your initial posting will be in Noida. Your role can be changed / reduced / expanded according to the firm /group having different needs at different Business Phases or having a view that you may prove to be more productive in another role and you agree to the same by signing this document.

#### **More about Probation, Confirmation& Termination :**

You will be at a probation for 6 months as mentioned above, which can be extended at the discretion of the management to enable you to achieve the expected standard of your performance up to any period, and thereafter your appointment shall be confirmed, in case of your performance being satisfactory (and in case the probation is not extended). The firm reserves the right to confirm you earlier than the expiry of the probation period. Before the expiry of the initial or extended probationary period, a progression and performance review will be conducted on quarterly basis to assess your performance on various parameters and evaluation of such a performance of yours shall solely be done by the management or its representative/s hired / retained.

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Director  
R.D. Engineering College  
Duhai, Ghaziabad

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of the same and return the endorsement copy for our records.

Sincerely,

**Ashok Shukla**

**Managing Director**

**Endorsement of Acceptance :**

I unconditionally accept this offer for employment in Highbond Multitapes SPA Pvt. Ltd. on Terms and Conditions mentioned herein and agree to abide by the same.

Signature of Employee / Intern / Trainee

Name

  
Director  
R.D. Engineering College  
Duhai, Gwalior







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# QUIQR HR SERVICES

Date: 25/02/2021

To,

**Mr. Deepak 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 QuiqrHR . 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.).
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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.whoqrhrgrour.com](http://www.whoqrhrgrour.com)



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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

**Deepak Kumar Gupta**

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC16545**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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  
Duhai, Ghaziabad

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**HighbondMultitapes SPA Private Limited**

**Registered Office** :3282, Plot F 3, FDDI Sahkari Awasi Samiti, Alok Vihar – I, Sector – 50, Noida,  
U.P. – 201303, India.

Phone +91-120-4259995 / 4347300 Mob : +91-9810145598, 8800457979

**Factory** : D – 34, 1<sup>st</sup>& 2<sup>nd</sup> Floor Hosiery Complex, Phase - II, Noida, U.P. – 201305,  
India.

**Email** : [spa.associates@hotmail.com](mailto:spa.associates@hotmail.com), [ashokshukla26@yahoo.com](mailto:ashokshukla26@yahoo.com)

Date : 17.05.2021

**OFFER OF EMPLOYMENT**

Dear GAURAV SAINI

**SUBJECT : LETTER OF INTENT FOR INTERNSHIP OFFER AS INTERN MANAGEMENT  
TRAINEE**

Dear GAURAV SAINI,

Following your Group Discussion and Personal Interview during Campus Placement process for an assignment with us, we are delighted to offer you the position of Intern Management Trainee with our group firm Highbond Multitapes SPA Pvt. Ltd (a company of S.P.A. Group of Enterprises). We hope this will enable you to be a part of this fast-paced organization and your dedication and hard work will add value. You shall join us on or before August 16 2021.

The Appointment Letter shall be given to you after completion of your degree with your institute and submission of certified copies of appropriate documents and having seen the original documents of the same as well as confirmation in writing from your institute, within 6 months of your joining us as Intern Management Trainee.

Till the time such documents are submitted as proof of your passing the requisite degree, your consolidated stipend of internship shall be Rs. 18,000/- per month. Thereafter, once you have shown the proof of your completion of degree and confirmation of the same in writing from your institute, your consolidated stipend as Management Trainee shall be increased to Rs. 24,000/- per month.

Your probation shall be 6 months according to rules of employment of the company, including your internship which can be extended if the management deems fit.

Thereafter, based on your performance during probation, you may be offered a suitably higher grade along with appropriate increment/s as per the rule of employment of the group at same or any other location within India or any other country in a suitable department where your services would be found to be most appropriate by the management.



*[Handwritten signature and blue ink stamp]*  
K. J. Somaiya Institute of Engineering & Technology  
D. Somaiya

Kindly note that the company does not provide any accommodation, fooding or conveyance during probation or permanent employment, and you are advised to make your own arrangements of the same.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding performance and results that exceed expectations of stake holders and also deliver substantial value to our organization. In addition, we expect your personal accountability in all the duties and actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of your ability and potential both in terms of monetary compensation and sense of achievement.

We are confident you will find this new opportunity both challenging and rewarding. You are advised to bring the following at the time of joining along with other documents as mentioned below in relevant clause :

1. Medical Certificate of Fitness from a medical practitioner of at least MBBS Level.
2. 3 copies of your recent passport sized photographs.
3. Photo copies of a valid proof of your Date of Birth and all your educational and experience certificates (you can also attach copies of certificates of your special achievements in academics and extracurricular activities if you so wish).

We expect you to communicate with your superiors, peers and juniors formally and / or casually as needed but ensuring all the time that the interests of the organization are of paramount importance and all such records of such necessary communications as may be necessary shall be properly kept in the forms of soft copy within various devices and / or hard copy while complying with legal requirements.

The place of your initial posting will be in Noida. Your role can be changed / reduced / expanded according to the firm /group having different needs at different Business Phases or having a view that you may prove to be more productive in another role and you agree to the same by signing this document.

#### **More about Probation, Confirmation& Termination :**

You will be at a probation for 6 months as mentioned above, which can be extended at the discretion of the management to enable you to achieve the expected standard of your performance up to any period, and thereafter your appointment shall be confirmed, in case of your performance being satisfactory (and in case the probation is not extended). The firm reserves the right to confirm you earlier than the expiry of the probation period. Before the expiry of the initial or extended probationary period, a progression and performance review will be conducted on quarterly basis to assess your performance on various parameters and evaluation of such a performance of yours shall solely be done by the management or its representative/s hired / retained.

During the probation period, the organization can at any time remove you from the services after compensation of all your dues till date of such removal, due to your performance below par or even without assigning any reason/s whatsoever. Vice versa, during the probation period you can also leave the services of the organization without any prior notice, and shall be entitled to all the compensation due till the date of relieving, after clearing all appropriate dues / bills / due service liabilities towards the organization and a proper hand over of assignment to any designated executive. Also note that unless your services are expressly confirmed after the expiry of Probation Period with / without extension/s if any, the expiry of Probation Period shall be deemed to be understood as an automatic extension to the next probation period, as an opportunity to you by the management to improve your performance up to expectations of the management.



Director  
R.D. Engineering College  
Ghaziabad

Lack of performance up to a minimum level or Indulgence in any illegal, unethical act or an act of indiscipline within the company premises or outside affecting the overall reputation of the company or passing any valuable information of confidential nature outside the company or that of insult or assault to persons including but not limited to a junior, a colleague or a senior or other persons including clients and suppliers or an indication of suicidal tendency in your behavior or being distinctly irresponsible to yourselves, your own family or others around you (the same having the possibility of being an indirect cause towards irresponsible behavior towards the firm / group) may cause your immediate termination besides being a bona fide cause of legal action against you if the situation so demands, after paying you the compensation of such an internship or employment till date.

of the same and return the endorsement copy for our records.

Sincerely,

**Ashok Shukla**

**Managing Director**

**Endorsement of Acceptance :**

I unconditionally accept this offer for employment in Highbond Multitapes SPA Pvt. Ltd. on Terms and Conditions mentioned herein and agree to abide by the same.

Signature of Employee / Intern / Trainee

Name

  
Director  
R.D. Engineering College  
Duhai, Ghazabad



16



April-2021  
HARSHIT SINGHAL

Dear HARSHIT SINGHAL,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **05<sup>th</sup>-APRIL-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,

A handwritten signature in black ink, appearing to read 'S. Dwivedi'.

Suresh Dwivedi  
**Head-Talent Acquisition**

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

**Signature:**

**Date:**

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

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



As an Engineer you are 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 Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

**Category of Leave**

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017

- In addition to the above, as per BRITO policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



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

**\*\* Incentive target:**

Your 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 BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**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. The Annual Gross Compensation will remain the same.
- BRITO has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at BRITO. If you decide not to join us after signing the offer letter, BRITO reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to BRITO.

  
Director  
R.D. Engineering College  
Duhai, Ghazipur





(18)



April-2021  
JAYPRAKASH PAL

Dear JAYPRAKASH PAL,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **05<sup>th</sup>-APRIL-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,

A handwritten signature in black ink, appearing to read 'S. Dwivedi'.

Suresh Dwivedi  
**Head-Talent Acquisition**

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

**Signature:**

**Date:**

A handwritten signature in blue ink, appearing to read 'S. Dwivedi'.

Director  
R.D. Engineering College  
Dabra, Noida



As an Engineer you are entitled to the following additional benefits:

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
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- Employees' compensation insurance benefit as per the Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

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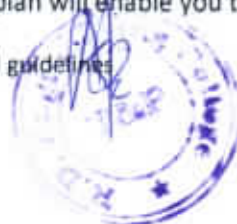
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Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



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

\*\* **Incentive target:**

Your 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 BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**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. The Annual Gross Compensation will remain the same.
- BRITO has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at BRITO. If you decide not to join us after signing the offer letter, BRITO reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to BRITO.

  
Director  
R.D. Engineering College  
Duhzi, Ghaziabad



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**HighbondMultitapes SPA Private Limited**

**Registered Office** :3282, Plot F 3, FDDI Sahkari Awasi Samiti, Alok Vihar – I, Sector – 50, Noida,  
U.P. – 201303, India.

Phone +91-120-4259995 / 4347300 Mob : +91-9810145598, 8800457979

**Factory** : D – 34, 1<sup>st</sup>& 2<sup>nd</sup> Floor Hosiery Complex,Phase - II, Noida, U.P. – 201305,  
India.

**Email** : [spa.associates@hotmail.com](mailto:spa.associates@hotmail.com), [ashokshukla26@yahoo.com](mailto:ashokshukla26@yahoo.com)

Date : 17.05.2021

**OFFER OF EMPLOYMENT**

Dear KM SHIVANI RAJ

**SUBJECT : LETTER OF INTENT FOR INTERNSHIP OFFER AS INTERN MANAGEMENT  
TRAINEE**

Dear KM SHIVANI RAJ,

Following your Group Discussion and Personal Interview during Campus Placement process for an assignment with us, we are delighted to offer you the position of Intern Management Trainee with our group firm Highbond Multitapes SPA Pvt. Ltd (a company of S.P.A. Group of Enterprises). We hope this will enable you to be a part of this fast-paced organization and your dedication and hard work will add value. You shall join us on or before August 16 2021.

The Appointment Letter shall be given to you after completion of your degree with your institute and submission of certified copies of appropriate documents and having seen the original documents of the same as well as confirmation in writing from your institute, within 6 months of your joining us as Intern Management Trainee.

Till the time such documents are submitted as proof of your passing the requisite degree, your consolidated stipend of internship shall be Rs. 18,000/- per month. Thereafter, once you have shown the proof of your completion of degree and confirmation of the same in writing from your institute, your consolidated stipend as Management Trainee shall be increased to Rs. 24,000/- per month.

Your probation shall be 6 months according to rules of employment of the company, including your internship which can be extended if the management deems fit.

Thereafter, based on your performance during probation, you may be offered a suitably higher grade along with appropriate increment/s as per the rule of employment of the group at same or any other location within India or any other country in a suitable department where your services would be found to be most appropriate by the management.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Kindly note that the company does not provide any accommodation, fooding or conveyance during probation or permanent employment, and you are advised to make your own arrangements of the same.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding performance and results that exceed expectations of stake holders and also deliver substantial value to our organization. In addition, we expect your personal accountability in all the duties and actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of your ability and potential both in terms of monetary compensation and sense of achievement.

We are confident you will find this new opportunity both challenging and rewarding. You are advised to bring the following at the time of joining along with other documents as mentioned below in relevant clause :

1. Medical Certificate of Fitness from a medical practitioner of at least MBBS Level.
2. 3 copies of your recent passport sized photographs.
3. Photo copies of a valid proof of your Date of Birth and all your educational and experience certificates (you can also attach copies of certificates of your special achievements in academics and extracurricular activities if you so wish).

We expect you to communicate with your superiors, peers and juniors formally and / or casually as needed but ensuring all the time that the interests of the organization are of paramount importance and all such records of such necessary communications as may be necessary shall be properly kept in the forms of soft copy within various devices and / or hard copy while complying with legal requirements.

The place of your initial posting will be in Noida. Your role can be changed / reduced / expanded according to the firm /group having different needs at different Business Phases or having a view that you may prove to be more productive in another role and you agree to the same by signing this document.

#### **More about Probation, Confirmation& Termination :**

You will be at a probation for 6 months as mentioned above, which can be extended at the discretion of the management to enable you to achieve the expected standard of your performance up to any period, and thereafter your appointment shall be confirmed, in case of your performance being satisfactory (and in case the probation is not extended). The firm reserves the right to confirm you earlier than the expiry of the probation period. Before the expiry of the initial or extended probationary period, a progression and performance review will be conducted on quarterly basis to assess your performance on various parameters and evaluation of such a performance of yours shall solely be done by the management or its representative/s hired /retained.

During the probation period, the organization can at any time remove you from the services after compensation of all your dues till date of such removal, due to your performance below par or even without assigning any reason/s whatsoever. Vice versa, during the probation period you can also leave the services of the organization without any prior notice, and shall be entitled to all the compensation due till the date of relieving, after clearing all appropriate dues / bills / due service liabilities towards the organization and a proper hand over of assignment to any designated executive. Also note that unless your services are expressly confirmed after the expiry of Probation Period with / without extension/s if any, the expiry of Probation Period shall be deemed to be understood as an automatic extension to the next probation period, as an opportunity to you by the management to improve your performance up to expectations of the management.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Lack of performance up to a minimum level or Indulgence in any illegal, unethical act or an act of indiscipline within the company premises or outside affecting the overall reputation of the company or passing any valuable information of confidential nature outside the company or that of insult or assault to persons including but not limited to a junior, a colleague or a senior or other persons including clients and suppliers or an indication of suicidal tendency in your behavior or being distinctly irresponsible to yourselves, your own family or others around you (the same having the possibility of being an indirect cause towards irresponsible behavior towards the firm / group) may cause your immediate termination besides being a bona fide cause of legal action against you if the situation so demands, after paying you the compensation of such an internship or employment till date.

of the same and return the endorsement copy for our records.

Sincerely,

**Ashok Shukla**

**Managing Director**

**Endorsement of Acceptance :**

I unconditionally accept this offer for employment in Highbond Multitapes SPA Pvt. Ltd. on Terms and Conditions mentioned herein and agree to abide by the same.

Signature of Employee / Intern / Trainee

Name



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

**Kunal Kumar**

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC165548**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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  
Duhai, Ghaziabad



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April-2021  
LOKESH GAUTAM

Dear LOKESH GAUTAM,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **05<sup>th</sup>-APRIL-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,

A handwritten signature in black ink, appearing to read 'S. Dwivedi'.

Suresh Dwivedi  
**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



As an Engineer you are 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 Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

**Category of Leave**

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017

- In addition to the above, as per BRITO policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDU Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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



Director  
R.D. Engineering College  
Duhai, Ghaziabad



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

**\*\* Incentive target:**

Your 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 BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**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. The Annual Gross Compensation will remain the same.
- BRITO has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at BRITO. If you decide not to join us after signing the offer letter, BRITO reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to BRITO.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





## QUIQR HR SERVICES

Date: 25/02/2021

To,

Mr. Monu

**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 "**JayashreePolymer**", Pune on the payroll of QuiqrHR . 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 floorsector 9c Chandigarh,E-MAIL-ID :-

[quiqrhr@gmail.com](mailto:quiqrhr@gmail.com)[www.whoqrhrgronp.com](http://www.whoqrhrgronp.com)





# QUIQR HR SERVICES

Date: 25/02/2021

To,

**Mr. Mukesh Yadav**

**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 QuiqrHR . 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  
Dahar, Aurangabad



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)



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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

**Nishant**

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC166987**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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**  
**Duhal, Ghaziabad**





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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

**Nitesh Kumar**

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC166569**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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  
Duhai, Ghaziabad





To

**Nitin Mishra**

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC166557**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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  
Duhai, Ghaziabad



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# QUIQR HR SERVICES

Date: 25/02/2021

To,

Mr. Nikhil Raghav

**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 "**JayashreePolymer**", Pune on the payroll of QuiqrHR . 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)





# QUIQR HR SERVICES

Date: 25/02/2021

To,

**Mr. Rahul Kumar Gautam**

**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 "**JayashreePolymer**", **Pune** on the payroll of QuiqrHR . 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.).
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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)

(31)

April-2021  
SHIKHAR TYAGI

Dear SHIKHAR TYAGI,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **05<sup>th</sup>-APRIL-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,



Suresh Dwivedi  
**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



As an Engineer you are 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 Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

**Category of Leave**

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017

- In addition to the above, as per BRITO policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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





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\*\* **Incentive target:**

Your 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 BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**Note:**

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Director  
R.D. Engineering College  
Duhai, Ghazipur



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**HighbondMultitapes SPA Private Limited**

**Registered Office** :3282, Plot F 3, FDDI Sahkari Awas Samiti, Alok Vihar – I, Sector – 50, Noida,  
U.P. – 201303, India.

Phone +91-120-4259995 / 4347300 Mob : +91-9810145598, 8800457979

**Factory** : D – 34, 1<sup>st</sup>& 2<sup>nd</sup> Floor Hosiery Complex,Phase - II, Noida, U.P. – 201305,  
India.

**Email** : [spa.associates@hotmail.com](mailto:spa.associates@hotmail.com), [ashokshukla26@yahoo.com](mailto:ashokshukla26@yahoo.com)

Date : 17.05.2021

**OFFER OF EMPLOYMENT**

Dear SHYAM SINGH

**SUBJECT : LETTER OF INTENT FOR INTERNSHIPOFFER AS INTERN MANAGEMENT  
TRAINEE**

Dear SHYAM SINGH,

Following your Group Discussion and Personal Interview during Campus Placement process for an assignment with us, we are delighted to offer you the position of Intern Management Trainee with our group firm Highbond Multitapes SPA Pvt. Ltd (a company of S.P.A. Group of Enterprises). We hope this will enable you to be a part of this fast-paced organization and your dedication and hard work will add value. You shall join us on or before August 16 2021.

The Appointment Letter shall be given to you after completion of your degree with your institute and submission of certified copies of appropriate documents and having seen the original documents of the same as well as confirmation in writing from your institute, within 6 months of your joining us as Intern Management Trainee.

Till the time such documents are submitted as proof of your passing the requisite degree. your consolidated stipend of internship shall be Rs. 18,000/- per month. Thereafter, once you have shown the proof of your completion of degree and confirmation of the same in writing from your institute, your consolidated stipend as Management Trainee shall be increased to Rs. 24,000/- per month.

Your probation shall be 6 months according to rules of employment of the company, including your internship which can be extended if the management deems fit.

Thereafter, based on your performance during probation, you may be offered a suitably higher grade along with appropriate increment/s as per the rule of employment of the group at same or any other location within India or any other country in a suitable department where your services would be found to be most appropriate by the management.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Kindly note that the company does not provide any accommodation, fooding or conveyance during probation or permanent employment, and you are advised to make your own arrangements of the same.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding performance and results that exceed expectations of stake holders and also deliver substantial value to our organization. In addition, we expect your personal accountability in all the duties and actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of your ability and potential both in terms of monetary compensation and sense of achievement.

We are confident you will find this new opportunity both challenging and rewarding. You are advised to bring the following at the time of joining along with other documents as mentioned below in relevant clause :

1. Medical Certificate of Fitness from a medical practitioner of at least MBBS Level.
2. 3 copies of your recent passport sized photographs.
3. Photo copies of a valid proof of your Date of Birth and all your educational and experience certificates (you can also attach copies of certificates of your special achievements in academics and extracurricular activities if you so wish).

We expect you to communicate with your superiors, peers and juniors formally and / or casually as needed but ensuring all the time that the interests of the organization are of paramount importance and all such records of such necessary communications as may be necessary shall be properly kept in the forms of soft copy within various devices and / or hard copy while complying with legal requirements.

The place of your initial posting will be in Noida. Your role can be changed / reduced / expanded according to the firm /group having different needs at different Business Phases or having a view that you may prove to be more productive in another role and you agree to the same by signing this document.

#### **More about Probation, Confirmation& Termination :**

You will be at a probation for 6 months as mentioned above, which can be extended at the discretion of the management to enable you to achieve the expected standard of your performance up to any period, and thereafter your appointment shall be confirmed, in case of your performance being satisfactory (and in case the probation is not extended). The firm reserves the right to confirm you earlier than the expiry of the probation period. Before the expiry of the initial or extended probationary period, a progression and performance review will be conducted on quarterly basis to assess your performance on various parameters and evaluation of such a performance of yours shall solely be done by the management or its representative/s hired / retained.

During the probation period, the organization can at any time remove you from the services after compensation of all your dues till date of such removal, due to your performance below par or even without assigning any reason/s whatsoever. Vice versa, during the probation period you can also leave the services of the organization without any prior notice, and shall be entitled to all the compensation due till the date of relieving, after clearing all appropriate dues / bills / due service liabilities towards the organization and a proper hand over of assignment to any designated executive. Also note that unless your services are expressly confirmed after the expiry of Probation Period with / without extension/s if any, the expiry of Probation Period shall be deemed to be understood as an automatic extension to the next probation period, as an opportunity to you by the management to improve your performance up to expectations of the management.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

Lack of performance up to a minimum level or Indulgence in any illegal, unethical act or an act of indiscipline within the company premises or outside affecting the overall reputation of the company or passing any valuable information of confidential nature outside the company or that of insult or assault to persons including but not limited to a junior, a colleague or a senior or other persons including clients and suppliers or an indication of suicidal tendency in your behavior or being distinctly irresponsible to yourselves, your own family or others around you (the same having the possibility of being an indirect cause towards irresponsible behavior towards the firm / group) may cause your immediate termination besides being a bona fide cause of legal action against you if the situation so demands, after paying you the compensation of such an internship or employment till date.

of the same and return the endorsement copy for our records.

Sincerely,

**Ashok Shukla**

**Managing Director**

**Endorsement of Acceptance :**

I unconditionally accept this offer for employment in Highbond Multitapes SPA Pvt. Ltd. on Terms and Conditions mentioned herein and agree to abide by the same.

Signature of Employee / Intern / Trainee

Name

  
Director  
R.D. Engineering College  
Ghaziabad





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# QUIQR HR SERVICES

Date: 25/02/2021

To,

**Mr. Sumit 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 "**JayashreePolymer**", **Pune** on the payroll of QuiqrHR . 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





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**HighbondMultitapes SPA Private Limited**

**Registered Office** :3282, Plot F 3, FDDI Sahkari Awas Samiti, Alok Vihar – I, Sector – 50, Noida,  
U.P. – 201303, India.

Phone +91-120-4259995 / 4347300 Mob : +91-9810145598, 8800457979

**Factory** : D – 34, 1<sup>st</sup>& 2<sup>nd</sup> Floor Hosiery Complex,Phase - II, Noida, U.P. – 201305,  
India.

**Email** : [spa.associates@hotmail.com](mailto:spa.associates@hotmail.com), [ashokshukla26@yahoo.com](mailto:ashokshukla26@yahoo.com)

Date : 17.05.2021

**OFFER OF EMPLOYMENT**

Dear SURAJ KUSHWAHA

**SUBJECT : LETTER OF INTENT FOR INTERNSHIPOFFER AS INTERN MANAGEMENT  
TRAINEE**

Dear SURAJ KUSHWAHA,

Following your Group Discussion and Personal Interview during Campus Placement process for an assignment with us, we are delighted to offer you the position of Intern Management Trainee with our group firm Highbond Multitapes SPA Pvt. Ltd (a company of S.P.A. Group of Enterprises). We hope this will enable you to be a part of this fast-paced organization and your dedication and hard work will add value. You shall join us on or before August 16 2021.

The Appointment Letter shall be given to you after completion of your degree with your institute and submission of certified copies of appropriate documents and having seen the original documents of the same as well as confirmation in writing from your institute, within 6 months of your joining us as Intern Management Trainee.

Till the time such documents are submitted as proof of your passing the requisite degree, your consolidated stipend of internship shall be Rs. 18,000/- per month. Thereafter, once you have shown the proof of your completion of degree and confirmation of the same in writing from your institute, your consolidated stipend as Management Trainee shall be increased to Rs. 24,000/- per month.

Your probation shall be 6 months according to rules of employment of the company, including your internship which can be extended if the management deems fit.

Thereafter, based on your performance during probation, you may be offered a suitably higher grade along with appropriate increment/s as per the rule of employment of the group at same or any other location within India or any other country in a suitable department where your services would be found to be most appropriate by the management.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Kindly note that the company does not provide any accommodation, fooding or conveyance during probation or permanent employment, and you are advised to make your own arrangements of the same.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding performance and results that exceed expectations of stake holders and also deliver substantial value to our organization. In addition, we expect your personal accountability in all the duties and actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of your ability and potential both in terms of monetary compensation and sense of achievement.

We are confident you will find this new opportunity both challenging and rewarding. You are advised to bring the following at the time of joining along with other documents as mentioned below in relevant clause :

1. Medical Certificate of Fitness from a medical practitioner of at least MBBS Level.
2. 3 copies of your recent passport sized photographs.
3. Photo copies of a valid proof of your Date of Birth and all your educational and experience certificates (you can also attach copies of certificates of your special achievements in academics and extracurricular activities if you so wish).

We expect you to communicate with your superiors, peers and juniors formally and / or casually as needed but ensuring all the time that the interests of the organization are of paramount importance and all such records of such necessary communications as may be necessary shall be properly kept in the forms of soft copy within various devices and / or hard copy while complying with legal requirements.

The place of your initial posting will be in Noida. Your role can be changed / reduced / expanded according to the firm /group having different needs at different Business Phases or having a view that you may prove to be more productive in another role and you agree to the same by signing this document.

#### **More about Probation, Confirmation& Termination :**

You will be at a probation for 6 months as mentioned above, which can be extended at the discretion of the management to enable you to achieve the expected standard of your performance up to any period, and thereafter your appointment shall be confirmed, in case of your performance being satisfactory (and in case the probation is not extended). The firm reserves the right to confirm you earlier than the expiry of the probation period. Before the expiry of the initial or extended probationary period, a progression and performance review will be conducted on quarterly basis to assess your performance on various parameters and evaluation of such a performance of yours shall solely be done by the management or its representative/s hired / retained.

During the probation period, the organization can at any time remove you from the services after compensation of all your dues till date of such removal, due to your performance below par or even without assigning any reason/s whatsoever. Vice versa, during the probation period you can also leave the services of the organization without any prior notice, and shall be entitled to all the compensation due till the date of relieving, after clearing all appropriate dues / bills / due service liabilities towards the organization and a proper hand over of assignment to any designated executive. Also note that unless your services are expressly confirmed after the expiry of Probation Period with / without extension/s if any, the expiry of Probation Period shall be deemed to be understood as an automatic extension to the next probation period, as an opportunity to you by the management to improve your performance up to expectations of the management.



Director  
Engineering College  
Ghaziabad

Lack of performance up to a minimum level or Indulgence in any illegal, unethical act or an act of indiscipline within the company premises or outside affecting the overall reputation of the company or passing any valuable information of confidential nature outside the company or that of insult or assault to persons including but not limited to a junior, a colleague or a senior or other persons including clients and suppliers or an indication of suicidal tendency in your behavior or being distinctly irresponsible to yourselves, your own family or others around you (the same having the possibility of being an indirect cause towards irresponsible behavior towards the firm / group) may cause your immediate termination besides being a bona fide cause of legal action against you if the situation so demands, after paying you the compensation of such an internship or employment till date.

of the same and return the endorsement copy for our records.

Sincerely,

**Ashok Shukla**

**Managing Director**

**Endorsement of Acceptance :**

I unconditionally accept this offer for employment in Highbond Multitapes SPA Pvt. Ltd. on Terms and Conditions mentioned herein and agree to abide by the same.

Signature of Employee / Intern / Trainee

Name



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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## QUIQR HR SERVICES

Date: 25/02/2021

To,

**Mr. Mohit Kumar Singh**

**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 "**JayashreePolymer**", **Pune** on the payroll of QuiqrHR . 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 www.quirhrgroup.com



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

Contact us:-

[info@mechomotive.com](mailto:info@mechomotive.com)

To

**Nishant Swaroop Gour**

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC1665878**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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





To

**Shivam Sharma**

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC1665326**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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  
Engineering College  
Ghaziabad



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April-2021  
SHIVAM TYAGI

Dear SHIVAM TYAGI,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **05<sup>th</sup>-APRIL-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,

A handwritten signature in black ink, appearing to read 'S. Dwivedi'.

Suresh Dwivedi  
**Head-Talent Acquisition**

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

Signature:

Date:

A handwritten signature in blue ink, appearing to read 'S. Dwivedi'.

Director  
R.D. Engineering College  
Daha, Ghaziabad



As an Engineer you are 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 Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

**Category of Leave**

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017

- In addition to the above, as per BRITO policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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



Director  
R.D. Engineering College  
Ghaziabad





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

\*\* **Incentive target:**

Your 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 BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**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. The Annual Gross Compensation will remain the same.
- BRITO has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at BRITO. If you decide not to join us after signing the offer letter, BRITO reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to BRITO.





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To

Vissakoti Durga Sai Kiran

**Subject: Appointment as a Content Operations Intern**

The Talent Acquisition team of MechoMotive takes immense pleasure in informing you that you are hereby appointed as a **Content Operations Intern**

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 GGC1665569**

As of this moment, you are officially a member of MechoMotive Team in the capacity of **Content Operations Intern**

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 this internship will be **10-07-2021 to 16-08-2021**

It will be an **unpaid work from home internship**. Working hours are flexible.

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  
Duhai, Ghaziabad

SESSION (2020-2021)

OFFER LETTER

CIVIL BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghazalabad

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## 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

JANUARY/18/2021

ANSHUMAN SINGH

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 January / 25/ 2021.
- 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  
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



ANSHUMAN SINGH

## 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.



  
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



ANSHUMAN SINGH

## 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  
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



## 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.

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

6 6

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 15-Feb-2021



Name Of the Candidate: ASHAWANI KUMAR  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear ASHAWANI KUMAR

With reference to your application and the interview you had with us on 10-JAN-2021, 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 10th-June-2021. 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.



Director  
R.D. Engineering College  
Duhin Ghaziabad



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 143001

E-mail: Hr@vanshconstructions.



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

9/10

# 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

JANUARY/18/2021

HIMANSHU SINGH

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 January / 25/ 2021.
- 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  
Duhai, Ghaziabad

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HIMANSHU SINGH

## 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.



  
Director  
R.B. 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

HIMANSHU SINGH

### 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  
Duhai, Ghaziabad

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## 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.

Director  
R.D. Engineering College  
Duhai, Ghaziabad

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### PRIVATE & CONFIDENTIAL

JANUARY/18/2021

KM MUKTA JAIWAL

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 January / 25/ 2021.
- 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.

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R.D. Engineering College  
Duhai, Ghaziabad

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KM MUKTA JAIWAL

## 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:

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KM MUKTA JAIWAL

## Transfer:

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- 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  
Duhai, Ghaziabad



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## CTC Annexure

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| 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.

Director  
R.D. Engineering College  
Duhai, Ghaziabad

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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 15-Feb-2021

Name Of the Candidate: NIRAJ GAUTAM  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear NIRAJ GAUTAM

With reference to your application and the interview you had with us on 10-JAN-2021, 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 10th-June-2021. 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.

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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.



Director  
R.D. Engineering College  
Duha, Ghaziabad

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.

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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  
CEO ,  
Vansh Constructi  
1963 STREET NO 10 DASHMESH  
NAGAR MOGA Punjab -142001  
E-mail: Hr@vanshconstructions.in



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 15-Feb-2021

Name Of the Candidate: RAVI RANJAN KUMAR  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear RAVI RANJAN KUMAR

With reference to your application and the interview you had with us on 10-JAN-2021, 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 10th-June-2021. 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.

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Director  
R.D. Engineering College  
Duhai, Ghaziabad

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.

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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



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

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# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 15-Feb-2021

Name Of the Candidate: SAMSHUL  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear SAMSHUL

With reference to your application and the interview you had with us on 10-JAN-2021, 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 10th-June-2021. 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.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

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



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

# Velocity

Velocity Software Solutions Pvt. Ltd.

(16)

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

03-May-2021

SANDEEP KUMAR

Dear SANDEEP KUMAR,

## 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 12-May-2021 (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  
Duhai, Ghaziabad



(17)

LETTER OF INTENT

(Strictly Private and Confidential)

To,  
  
SUMIT,

Date: March 16, 2021

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- **Reference - 1** Job Acceptance and Commencement
- **Reference - 2** Agreed Terms & Conditions
- **Reference - 3** Employment Declarations
- **Reference - 4** All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference – 1  
(JOB ACCEPTANCE & COMMENCEMENT)

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
SUMIT



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
**SUMIT**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED  
SUMIT**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference - 4**  
**(Credentials Checklist)**

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

- Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
 SUMIT

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad

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## ZFPN CONSTRUCTION (P) LTD.

Add.: 14/56 A, Nawab Compound, Opposite Essel Kids School, Kanpur, UP 208001  
E-mail: [zfn.2018@gmail.com](mailto:zfn.2018@gmail.com); CIN: U74993UP2018PTC102824

### PRIVATE & CONFIDENTIAL

JANUARY/18/2021

TUSHAR THAKUR

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 January / 25/ 2021.
- 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  
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



TUSHAR THAKUR

## 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.



  
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



TUSHAR THAKUR

## 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  
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:



Signature.

  
Director  
R.D. Engineering College  
Duhai, 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> Jan, 2021

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

Dear *UMAIR ALI KHAN*,

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: 8<sup>th</sup> Feb, 2021

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

**LETTER OF INTENT**

**(Strictly Private and Confidential)**

To,

Date: March 16, 2021

UMESH CHANDRA BHARTIY,

**Subject: Offer of Employment**

This is with respect to your application and the subsequent rounds of interviews held with us. We are pleased to extend an offer to join **Mobiloitte Technologies (I) Pvt. Ltd.** as per the below terms and conditions:

**Position:** Trainee- Software Engineer

**Date of Joining:** March 22, 2021

You are requested to report at 10:30 AM in New Delhi Office i.e. D-115, Pocket D, Okhla Phase I, Okhla Industrial Area, New Delhi, Delhi 110020.

Please refer to: -

- Reference - 1 Job Acceptance and Commencement
- Reference - 2 Agreed Terms & Conditions
- Reference - 3 Employment Declarations
- Reference - 4 All your Credentials.

Your employment with the Company will be governed by the attached terms of Employment. You are required to carefully read and understand these terms of employment as a part of accepting this Offer.

Further, at the time of joining you are required to provide all documentation identified in Reference - 5.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 1**  
**(JOB ACCEPTANCE & COMMENCEMENT)**

To,

Mobiloitte Technologies (I) Pvt. Ltd.  
D-115, Okhla Phase-1  
New Delhi – 110020

**Subject:** Joining Acceptance and confirmation

Dear HR,

I am writing to confirm my acceptance of your training offer of **March 22, 2021** as **Trainee- Software Engineer**.

I understand and accept the conditions of training that you explained over the phone and a formal appointment letter shall be issued after onboarding, once I cross all the training modules successfully.

I feel confident that I can make a significant contribution to the corporation and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at **10:30 AM** on **March 22, 2021**. I appreciate your confidence in me, and I am happy to be joining Mobiloitte.

Regards,  
**UMESH CHANDRA BHARTIY**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 2**  
**(Agreed Terms & Conditions)**

1. **Designation/ Job Responsibilities:** Your designation will be Trainee- Software Engineer and regarding your job responsibilities and the expectation level from the company side, at the time of interview we have explained you and rest will be defined once you join.
2. **Shift Timing:** Will be decided by the respective supervisors based on the customer needs and company requirements. Note: - Policy shall also remain fluid due to ongoing Corona Situation.
3. **Saturday working:** Six day's working week till further notification .
4. In accepting this offer, you agree that during your training or employment period or after you leave the company, you will not work directly or indirectly, as an employee, sub-contractor, owner, or co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be in force for a period of twelve months after employment with the company ends.
5. During the training period, you will be upon appropriate review whether you might be eligible to join the company as a regular employee. During this training period your character and abilities will be tested to see whether you are suitable to work with the company.
6. The company reserves the right to check employee or trainees performance accuracy through third party productivity monitoring software. This allows the management to keep records of trainees' performance, provides the information required to set performance standards, and aids in the appraisal review process. Computer monitoring can also be used to track the amount of time employees are spending away from their system or remain idle at the terminal. This information may be shared with you if required to improve your productivity only.
7. You will have to go through under training for up to 3 months without a Stipend.
8. As soon as you cross our training modules, will get the onboarding on that date on the payroll of 2.04 LPA.
9. You will be provided exam leaves only on the confirmation of Date Sheet from your HOD's or Placement Officer respectively.



**ACKNOWLEDGED AND AGREED**  
**UMESH CHANDRA BHARTIY**

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Reference – 3  
(EMPLOYEE DECLARATION)**

I hereby represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships.

I am going to join Mobiloitte Technologies (I) Pvt. Ltd. On the scheduled date of joining. I declare that I have studied and noted the 'Rules & Regulation of Employment and other guidelines.

I have also noted that these are subject to change, at any time, at the discretion of the Management.

I shall be governed by and shall follow the rules, regulations, guidelines, system & procedures as may be applicable from time to time.

**ACKNOWLEDGED AND AGREED  
UMESH CHANDRA BHARTIY**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Reference - 4  
 (Credentials Checklist)

| Sr. No. | Source of                                  | Documents                      | Remarks  |
|---------|--|--------------------------------|----------|
| 1       |  | Passport size photographs      |          |
| 2       | <b>EDUCATIONAL</b>                         | 10th Marksheet                 |          |
| 3       |  | 10th Passing certificate       |          |
| 4       |  | 12th Marksheet                 |          |
| 5       |  | 12th Passing certificate       |          |
| 6       |  | Graduation Marksheet           |          |
| 7       |  | Provisional Degree Certificate |          |
| 8       |  | PG Marksheet & Certificate     |          |
| 9       |  | <b>ID &amp; Address Proof</b>  | PAN Card |
| 10      | Passport                                   |                                |          |
| 11      | Aadhaar Card                               |                                |          |
| 12      | Rent Agreement (if any)                    |                                |          |
| 13      | Driving License / Voter ID Card (Optional) |                                |          |

Primary Point of Contact:

**HR Team**

• Email Address – [hrd@mobiloitte.com](mailto:hrd@mobiloitte.com)



Yours sincerely,  
 Mobiloitte Group

ACKNOWLEDGED AND AGREED:  
**UMESH CHANDRA BHARTIY**

  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad



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# 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

JANUARY/18/2021

VISHAL

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 January / 25/ 2021.
- 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  
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



VISHAL

## 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.



  
Director  
R.D. Engineering College  
Duhar, Ghaziabad

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VISHAL

## 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  
Duhai, Ghaziabad

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## 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.

Director  
R.D. Engineering College  
Duhai, Ghaziabad

# VANSH CONSTRUCTIONS

CONSTRUCTIONS | RENOVATIONS | INTERIORS | EXTERIORS

## JOB OFFER LETTER

Date: 15-Feb-2021

Name Of the Candidate: YOGESH  
Name of College: R.D.Engineering College  
Location: Ghaziabad, Utter Pradesh  
Subject: Job Offer Letter for the post of Site Engineer-Civil

Dear YOGESH

With reference to your application and the interview you had with us on 10-JAN-2021, 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 10th-June-2021. 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.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

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



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

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## ZFPN CONSTRUCTION (P) LTD.

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### PRIVATE & CONFIDENTIAL

JANUARY/18/2021

SHWETA

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 January / 25/ 2021.
- 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  
Duhai Ghaziabad

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SHWETA

## 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.



  
Director  
R.D. Engineering College  
Ghaziabad, Ghaziabad



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SHWETA

## 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  
Duhai, Ghaziabad

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## 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.

Director  
R.D. Engineering College  
Duhai, Ghaziabad

SESSION (2020-2021)

OFFER LETTER

MCA BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghazipur

1

07th June 2021

www.cargoflash.com

Abhishek Grag

**Offer For Internship**

Dear Abhishek Grag,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a six months Internship with us as an **Intern - Engineering** with monthly stipend of **INR 6,000/- (Rupees Six Thousand Only)**. After completing internship CTC will be 2.8 LPA.

Your internship is scheduled to start effective from 22<sup>nd</sup> March 2020 to 27<sup>nd</sup> September 21.

Note: This offer is valid subject to verification of employment from your College.

**Yours Faithfully,**  
**For Cargo Flash Infotech Pvt. Ltd.**

*Natasha Rae*

Ms. Natasha Rae  
HR Manager- People and Training



Strategic  
Partner



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





② ③

### PRELIMINARY OFFER LETTER

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

Dear Abhishek Kashyap,

We're delighted to offer you the position of **Software Developer** with **Hynix Intermedia**. Please review this summary of details for your anticipated employment with us.

#### **I. Position**

##### **Job title**

Your title will be **Software Developer**, we hope you will enjoy your role and make a significant contribution to the success of the business.

##### **Working schedule**

This is a *full-time* position requiring approximately 30 hours per week. Your regular weekly schedule will be *Monday to Friday*.

#### **II. Cash Compensation**

##### **Salary**

The Company will pay you a starting stipend at the rate of INR 13200 per month till probation period of six months, payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies. Post probation period, package would be 2.8 L.P.A.

##### **Tax withholding (If applicable)**

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

##### **Tax advice**

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

#### **III. Bonus (or commission) potential**

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's rulebook and approved by the authority. Your target bonus will be equal to 6% of your annual base salary. Any bonus for the fiscal year in which your

**Hynix Intermedia Technologies | D-247/4A, Suite- B-09, Sector-63, Noida.**

**+91-120-4116322 | www.hynixintermedia.co.in**



  
Director  
M.D. Engineering College  
Duhai, Ghazipur



employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within three months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's authority with respect to your bonus will be final and binding.

#### **IV. Employee benefits (After Probation Period)**

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including:

##### **Vacation policy**

You will be eligible for 12 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

##### **Private health and dental insurance plan**

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

#### **V. Privacy, Confidentiality and Service Agreement**

##### **Privacy Agreement**

You are required to observe and uphold all of 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.

##### **Service Period Paid Agreement**

The Service Agreement is basically an agreement which the company and the employee will sign mutually and enter into which states that the amount deposited by the employee to ensure the stay for the period of nine months at least with the Company among the other terms contained therein states that in consideration of the training given to the Employee and the money and resources spent by the company in imparting such training. Company is liable to reimburse the whole deposit to the employee post completion of the agreement period.

In case the Employee breaches the provisions of the Agreement, then will not be liable to claim the sum of money submitted, be it the expense incurred by the company in training of the Employee. The Agreement also contains confidentiality and non-competition clauses.

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Director  
R.D. Engineering College  
Duhai, Ghaziabad



## VI. Interpretation, Amendment and Enforcement

*Hynix Intermedia* will provide you with the necessary paperwork and instructions.

## VII. Documentation

You impressed us with your skills and we believe you'll fit well in our team. The last step of our hiring process is Documentation.

- Maximum 3 Photograph (Colour Photos)
- Birth Certificate / Birth proof like PAN card or passport or voter card or driving license
- Address/Residence proof - aadhaar card or mobile bill or electricity bill or passport
- Refundable Deposit Of Service Period Paid Agreement- INR 20000 [Twenty Thousand] *(Via any of the preferred digital transaction mode in favour of Hynix Intermedia)*
- Educational certificates - SSC (10th), HSC (12th), Graduation/any other diploma course/ Post Graduation
- Certificate of Extra activities (Like dance, singing, Awarded by state and central GOVT., achievement certificates etc.)(If you have any)
- Any other certificates of extracurricular activity like sports etc - you can carry along
- Print out of this letter.

## VIII. Documentation Reporting

You required reporting at Noida office address (D-247/4A, Suite- B-09, Sector-63, Noida) for documentation formalities.

We are looking forward to your joining our team. Meanwhile, if there is any further information we can provide regarding this offer or the position, please do not hesitate to reach us at

+91-8448660544 or [[hr@hynixintermedia.co.in](mailto:hr@hynixintermedia.co.in)]

Sincerely,

Human Resource Team

***Hynix Intermedia Technologies***

**[support@hynixintermedia.co.in](mailto:support@hynixintermedia.co.in)**

**[+91-120-4116322](tel:+91-120-4116322)**

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**P.D. Engineering College**  
**Duhal, Ghaziabad**



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5

Aditi Dixit

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//233

**Letter of Intent**

Dear Aditi,

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  
A.S.P. Engineering College  
Durai, Ghazipur





## **PRELIMINARY OFFER LETTER**

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

Dear Aditya Sharma,

We're delighted to offer you the position of *Software Developer* with *Hynix Intermedia*. Please review this summary of details for your anticipated employment with us.

### **I. Position**

#### **Job title**

Your title will be *Software Developer*, we hope you will enjoy your role and make a significant contribution to the success of the business.

#### **Working schedule**

This is a *full-time* position requiring approximately 30 hours per week. Your regular weekly schedule will be *Monday to Friday*.

### **II. Cash Compensation**

#### **Salary**

The Company will pay you a starting stipend at the rate of INR 13200 per month till probation period of six months, payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies. Post probation period, package would be 2.8 L.P.A.

#### **Tax withholding (If applicable)**

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

#### **Tax advice**

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### **III. Bonus (or commission) potential**

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's rulebook and approved by the authority. Your target bonus will be equal to 6% of your annual base salary. Any bonus for the fiscal year in which your

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Engineering College  
Duhai, Ghaziabad



employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within three months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's authority with respect to your bonus will be final and binding.

#### **IV. Employee benefits (After Probation Period)**

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including:

##### **Vacation policy**

You will be eligible for 12 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

##### **Private health and dental insurance plan**

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

#### **V. Privacy, Confidentiality and Service Agreement**

##### **Privacy Agreement**

You are required to observe and uphold all of 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.

##### **Service Period Paid Agreement**

The Service Agreement is basically an agreement which the company and the employee will sign mutually and enter into which states that the amount deposited by the employee to ensure the stay for the period of nine months at least with the Company among the other terms contained therein states that in consideration of the training given to the Employee and the money and resources spent by the company in imparting such training. Company is liable to reimburse the whole deposit to the employee post completion of the agreement period.

In case the Employee breaches the provisions of the Agreement, then will not be liable to claim the sum of money submitted, be it the expense incurred by the company in training of the Employee. The Agreement also contains confidentiality and non-competition clauses.

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Director  
R.D. Engineering College  
Duhai Ghaziabad



## VI. Interpretation, Amendment and Enforcement

*Hynix Intermedia* will provide you with the necessary paperwork and instructions.

## VII. Documentation

You impressed us with your skills and we believe you'll fit well in our team. The last step of our hiring process is Documentation.

- Maximum 3 Photograph (Colour Photos)
- Birth Certificate / Birth proof like PAN card or passport or voter card or driving license
- Address/Residence proof - aadhaar card or mobile bill or electricity bill or passport
- Refundable Deposit Of Service Period Paid Agreement- INR 20000 [Twenty Thousand] (Via any of the preferred digital transaction mode in favour of Hynix Intermedia)
- Educational certificates - SSC (10th), HSC (12th), Graduation/any other diploma course/ Post Graduation
- Certificate of Extra activities (Like dance, singing, Awarded by state and central GOVT., achievement certificates etc.)(If you have any)
- Any other certificates of extracurricular activity like sports etc - you can carry along
- Print out of this letter.

## VIII. Documentation Reporting

You required reporting at Noida office address (D-247/4A, Suite- B-09, Sector-63, Noida) for documentation formalities.

We are looking forward to your joining our team. Meanwhile, if there is any further information we can provide regarding this offer or the position, please do not hesitate to reach us at

+91-8448660544 or [hr@hynixintermedia.co.in]

Sincerely,

Human Resource Team

***Hynix Intermedia Technologies***

**support@hynixintermedia.co.in**

**+91-120-4116322**

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# Velocity

Velocity Software Solutions Pvt. Ltd.

(S)

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

03-May-2021

Aditya Kumar

(S)

Dear Aditya Kumar,

## 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 4-May-2021 (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  
Dumai, Ghaziabad

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# VIR SOFTECH PRIVATE LIMITED

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

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## OFFER LETTER

18<sup>th</sup> Jan, 2021

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

Dear Akarsh Gaud,

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.

  
Akarsh Gaud

  
Director  
Vir Softech Pvt. Ltd.  
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: 8<sup>th</sup> Feb, 2021

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



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## PRELIMINARY OFFER LETTER

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

Dear Akash Kumar,

We're delighted to offer you the position of **Software Developer** with **Hynix Intermedia**. Please review this summary of details for your anticipated employment with us.

### **I. Position**

#### **Job title**

Your title will be **Software Developer**, we hope you will enjoy your role and make a significant contribution to the success of the business.

#### **Working schedule**

This is a *full-time* position requiring approximately 30 hours per week. Your regular weekly schedule will be *Monday to Friday*.

### **II. Cash Compensation**

#### **Salary**

The Company will pay you a starting stipend at the rate of INR 13200 per month till probation period of six months, payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies. Post probation period, package would be 2.8 L.P.A.

#### **Tax withholding (If applicable)**

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

#### **Tax advice**

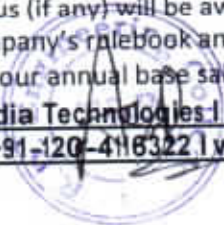
You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### **III. Bonus (or commission) potential**

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's rulebook and approved by the authority. Your target bonus will be equal to 6% of your annual base salary. Any bonus for the fiscal year in which your

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**Ghazabad**



employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within three months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's authority with respect to your bonus will be final and binding.

#### **IV. Employee benefits (After Probation Period)**

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including:

##### **Vacation policy**

You will be eligible for 12 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

##### **Private health and dental insurance plan**

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

#### **V. Privacy, Confidentiality and Service Agreement**

##### **Privacy Agreement**

You are required to observe and uphold all of 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.

##### **Service Period Paid Agreement**

The Service Agreement is basically an agreement which the company and the employee will sign mutually and enter into which states that the amount deposited by the employee to ensure the stay for the period of nine months at least with the Company among the other terms contained therein states that in consideration of the training given to the Employee and the money and resources spent by the company in imparting such training. Company is liable to reimburse the whole deposit to the employee post completion of the agreement period.

In case the Employee breaches the provisions of the Agreement, then will not be liable to claim the sum of money submitted, be it the expense incurred by the company in training of the Employee. The Agreement also contains confidentiality and non-competition clauses.

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**Ghaziabad**





## VI. Interpretation, Amendment and Enforcement

*Hynix Intermedia* will provide you with the necessary paperwork and instructions.

## VII. Documentation

You impressed us with your skills and we believe you'll fit well in our team. The last step of our hiring process is Documentation.

- Maximum 3 Photograph (Colour Photos)
- Birth Certificate / Birth proof like PAN card or passport or voter card or driving license
- Address/Residence proof - aadhaar card or mobile bill or electricity bill or passport
- Refundable Deposit Of Service Period Paid Agreement- INR 20000 [Twenty Thousand] *(Via any of the preferred digital transaction mode in favour of Hynix Intermedia)*
- Educational certificates - SSC (10th), HSC (12th), Graduation/any other diploma course/ Post Graduation
- Certificate of Extra activities (Like dance, singing, Awarded by state and central GOVT., achievement certificates etc.)(if you have any)
- Any other certificates of extracurricular activity like sports etc - you can carry along
- Print out of this letter.

## VIII. Documentation Reporting

You required reporting at Noida office address (D-247/4A, Suite- B-09, Sector-63, Noida) for documentation formalities.

We are looking forward to your joining our team. Meanwhile, if there is any further information we can provide regarding this offer or the position, please do not hesitate to reach us at

+91-8448660544 or [hr@hynixintermedia.co.in]

Sincerely,

Human Resource Team

*Hynix Intermedia Technologies*

[support@hynixintermedia.co.in](mailto:support@hynixintermedia.co.in)

+91-120-4116322

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



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Akshit Sharma

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//234

**Letter of Intent**

Dear Akshit,

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  
Duhai, Ghaziabad

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15-Mar-2021

Dear Aman Kumar Mishra,  
MCA, RD Engineering College

Candidate ID - 129906543

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: Aman 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



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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



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

11 February 2021

Dear Arshad Ali,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

**Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

**Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



  
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Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,10,000. This will consist of:

- Salary of ₹3,90,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e. ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,60,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation. Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



  
Director  
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Duhai, Ghaziabad

Arshad Ali ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

11st February 2021

I accept the above offer with compensation and terms specified above. My joining date is .....

Arshad Ali  
Date:



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



## **APPOINTMENT LETTER**

Dear Ashu,

With reference to your Interview, we are pleased to appoint you as **Software Developer Trainee in Craterzone Pvt. Ltd.** on the following terms & conditions

1. **Commencement:** - You are appointed as " **Software Developer Trainee**" W.e.f 18<sup>th</sup> Jan 2021 in Craterzone Pvt. Ltd.

2. **Salary:** The Firm shall pay following stipend.

(a) In the First 4 months of Training period- Rs: 16000 per Month. After 4 months, your performance shall be reviewed and if found satisfactory your stipend shall be revised.

(c) For next 14 Months, your salary will be up to Rs 30,000 based on your efficiency, intelligence, regular Attendance, sense of discipline and good behavior.

### **Terms and Conditions:**

- Trainee is required to bring own laptop during Training Period, 4 Months.
- Trainee is not applicable to take any leave/off's during first 4 months. Note - Leaves taken during first 4 months will lead to extension of days in next promotion cycle and bond period whereas leaves taken for college related work i.e, VIVA, Project Presentation, Examinations will not be marked as official leaves anytime during this period and will also lead to extension of days in next promotion cycle and bond period.)
- Employee shall not be eligible for serving notice period during the bond tenure, it can be considered only after the completion of bond tenure. (Note - Notice Period duration will be of two months after the acceptance of management.)
- Trainee is required to sign 18 Months bond with the company from day 1 of training period. In case, trainee wish to leave the company in the bond period, they can do so after paying the training cost of Rs 2,50,000 as a bond amount.



  
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| Duration      | Remuneration       |
|---------------|--------------------|
| 1st 4 month   | Upto 16k           |
| Next 14 month | Between 21k to 30k |

3. You will be in probation for a period of 6 months which may extend at the discretion of the management based on your performance. You will not be deemed to have been confirmed unless given in writing by the Management after reviewing your performance during the temporary probation/and or extended probation period. During the probation period, your services can be terminated without giving any Notice or Salary. You shall perform the duties to the best of your ability, efficiency diligently and in a disciplined manner and make your best efforts to improve production and productivity and shall not resort to any act prejudicial to the interest of the establishment including slow-down, intermittent working & stoppage of work.

4. You shall perform the duties to the best of your ability, efficiency diligently and in a disciplined manner and make your best efforts to improve production and productivity and shall not resort to any act prejudicial to the interest of the establishment including slow-down, intermittent working & stoppage of work.

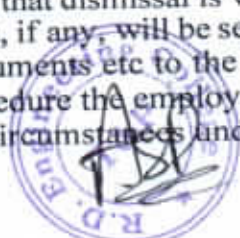
5. You shall be responsible for the charge and care of Firm's goods, money, property, or machinery entrusted to you or in your hands during the course of your training/employment and you shall be responsible for any damage and/or shortage or loss of such goods, money, property or machinery.

6. You will be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, Project cost & estimation, Technology, Software package License, Company's policy, Company patterns & trade mark, Human Assets profile.

7. You will devote your whole time during office hours in the work of Company and will otherwise not undertake any other business or work, honorary or remunerative without the prior permission of Management. You will be required to comply with all such rules and regulations as the Company may frame time to time.

8. Your initial posting will be at **F-02,B-14-15, Sector-1 Noida near sector 15 metro station** However, you will be liable to transfer at any time from one place, department, section, office to another place either for Training or official purpose whether existing or to be set-up in future, whether situated in the same locality or outside as may be considered necessary and company won't bear the travelling cost. The terms and conditions applicable to such other place/establishment will apply to you.

9. If an employee is terminated due to performance below expectations or for any other digression of office policies or due to any other reason that the management feels that dismissal is warranted, employee can be asked to leave immediately. Dues, if any, will be settled only after satisfactory handover of responsibilities, files, Documents etc to the employee nominated by management. Under the termination procedure the employee may or may not be paid severance pay in lieu depending on the circumstances under which the employee has been terminated.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

10. Employer is not liable to issue relieving or Experience letter if employee not serve proper notice period to company or abscond from work place.

11. Candidate has to submit refundable cheque of Rs. 2.5lakh as a security in favor of Craterzone Pvt. Ltd, after completion of Bond (i.e of 18 months which start from 18<sup>th</sup> Jan 2021) your cheque will be returned to you. In case if you break the bond, company have right to impound your cheque.

12. You will have to arrange your own conveyance for your duty. Company will not provide you any kind of transport facility for attend duty.

13. If during the period of your training/employment, at any time it is found that information supplied in your application or bio-data form submitted by you in our firm is false or incorrect wholly or partially, the Management will be at liberty to terminate your services without giving any notice or payment in lieu of notice and the management will be at liberty to lodge Criminal Case against you.

14. You will not divulge in any manner whatsoever, any secret correspondence, agreement, Coding process, technical know how or any such information pertaining to our firm verbally or in writing, which you may acquire concerning the Firm's business to other person / firm or organization.

15. Your training/employment in our firm will be subject to your being found and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically or mentally unfit by registered medical officer/practitioner nominated by the firm at any time, when the Management feels it necessary.

16. You shall keep the Management posted with any change in your Postal address, otherwise the last address communicated by you to firm or available in the firm's record will be deemed as your postal address for the purpose of all communications from the Management.

17. You have to take written permission of the management in case you wish to join any course for further study. Without obtaining written permission no addition in your qualification shall be made in the records of the firm.

18. You shall abide by the instructions and directions issued to you from time to time, verbally or in writing, by your superiors directly or by notice pasted on the Notice Board of the firm.

19. In case of your remaining absent from your duty without prior sanction of leave as per rules of the firm continuously for 10 days or more you shall be deemed to have abandoned the services of the Firm without any notice to this effect and accordingly you shall be liable to lose you lien on the job

20. In the event you desire to resign, you will be required to give mandatory notice which is of two months (excluding the training period / bond tenure) after the resignation (accepted date by the management) to ensure smooth transition/ hand over duties without loss to the Company.

21. During the Notice period the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover documents should be given to management and the immediate manager



Director  
R.D. Engineering College  
Duhai, Ghaziabad

(in-charge). On satisfactory completion of handover / notice period, the relieving letter & settlement if any will be given to the employee by the management.

22. Employee paybles like, salary, Incentives, Bonus, etc will be on hold from the day employee put down her/his papers. Full & final settlement will be paid as per regular salary dates/discretion of management or 45 days from the last date of service or whichever is later

23. The income tax liabilities with regards to your salary and perks will be your liabilities, and will be governed by the tax laws of the country as applicable from time to time.

24. The Company reserves its right on any innovations/ invention/ discoveries / developed during your employment with the Company and you should not make any claim on the said innovation / discoveries, etc.

25. The management shall be at liberty to terminate your services without any notice in the event of :

a) Insubordination, indiscipline, dishonesty or negligence of duty.

b) You're being unable to attend to your duties effectively on account of prolonged ill health.

26. After completion of training period only, first 4 months, Employee can avail 10 SL, 10 CL, and 15 EL (use after completion of Probation period) after per year or as applicable as per law from time to time.

27. Your increment/Promotions will depend at sole discretion of the management after considering your overall performance and behavior.

28. Employee who will join the organization after 20<sup>th</sup> in any month, his salary will proceed next to next month.

Please sign the duplicate copy of this letter of appointment and return the same to us as token of your acceptance on the above-mentioned terms and conditions.

We congratulate you on your selection and look forward to a long and mutually beneficial association.

Yours faithfully,

For Craterzone Pvt. Ltd.

*SKAPOOR*  
Sourabh Kapoor

(Director)

I hereby accept the above mentioned terms of employment which have been explained and translated to me and are fully understood by me. The original of this letter is in my possession.



Director  
R.D. Engineering College  
Duha, Ghaziabad

**(Signature of Employee)**



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

# 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

03-May-2021

Chetan Rajput

B

Dear Chetan Rajput,

## 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 4-May-2021 (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  
Duhai, Ghaziabad



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Deepak

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//235

**Letter of Intent**

Dear Deepak,

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  
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> Jan, 2021

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

Dear *Deepak Kumar Jha*,

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: 8<sup>th</sup> Feb, 2021

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

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07th June 2021

Digvijay

**Offer For Internship**

Dear Digvijay,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a six months Internship with us as an **Intern - Engineering** with monthly stipend of **INR 6,000/- (Rupees Six Thousand Only)**. After completing internship CTC will be 2.8 LPA.

Your internship is scheduled to start effective from 22<sup>nd</sup> March 2020 to 27<sup>nd</sup> September 21.

Note: This offer is valid subject to verification of employment from your College.

**Yours Faithfully,**  
**For Cargo Flash Infotech Pvt. Ltd.**

*Natasha Rae*

Ms. Natasha Rae  
HR Manager- People and Training



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



# Velocity

Velocity Software Solutions Pvt. Ltd.

03-May-2021

Divyam,

Dear Divyam,

## 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 4-May-2021 (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  
Duhai, Ghaziabad

(20)

15-Mar-2021

Dear Mahima,  
MCA, RD Engineering College

Candidate ID - 129905895

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: KM Mahima 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

Velocity

Velocity Software Solutions Pvt. Ltd.

2b

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

03-May-2021

Km Indramohini,

Dear Km Indramohini,

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 4-May-2021 (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  
Duhai, Ghaziabad

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

11 February 2021

Dear Km Sweety Tygai,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

**Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

**Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,10,000. This will consist of:

- Salary of ₹3,90,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e. ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,60,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation. Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Km Sweety Tygai ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

11st February 2021

I accept the above offer with compensation and terms specified above. My joining date is .....

Km Sweety  
Tygai  
Date:



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

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# 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> Jan, 2021

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

Dear *Manisha Panchal*,

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: 8<sup>th</sup> Feb, 2021

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

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July-2021  
Mansi

Dear Mansi,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **21<sup>st</sup>-JULY-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,

A handwritten signature in black ink, appearing to read 'S. Dwivedi'.

Suresh Dwivedi  
Head-Talent Acquisition

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

Signature:

Date:

A handwritten signature in blue ink, located above the official stamp of the Director.

Director  
R.D. Engineering College  
Duhai, Ghaziabad

As an Engineer you are 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 Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

**Category of Leave**

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017

- In addition to the above, as per BRITO policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



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

**\*\* Incentive target:**

Your 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 BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**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. The Annual Gross Compensation will remain the same.
- BRITO has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at BRITO. If you decide not to join us after signing the offer letter, BRITO reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to BRITO.



  
Director  
R.D. Engineering College  
Ludhiana, Ghaziabad



Velocity Software Solutions Pvt. Ltd.

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

03-May-2021

Mayank Kumar,

Dear Mayank Kumar,

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 4-May-2021 (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  
Duhai, Ghaziabad



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## **APPOINTMENT LETTER**

Dear Mohit Tyagi,

With reference to your Interview, we are pleased to appoint you as **Software Developer Trainee in Craterzone Pvt. Ltd.** on the following terms & conditions

1. **Commencement:** - You are appointed as “ **Software Developer Trainee**”  
W.e.f 18<sup>th</sup> Jan 2021 in Craterzone Pvt. Ltd.

2. **Salary: The Firm shall pay following stipend.**

(a) In the First 4 months of Training period- Rs: 16000 per Month. After 4 months, your performance shall be reviewed and if found satisfactory your stipend shall be revised.

(c) For next 14 Months, your salary will be up to Rs 30,000 based on your efficiency, intelligence, regular Attendance, sense of discipline and good behavior.

### **Terms and Conditions:**

- Trainee is required to bring own laptop during Training Period, 4 Months.
- Trainee is not applicable to take any leave/offis during first 4 months. Note - Leaves taken during first 4 months will lead to extension of days in next promotion cycle and bond period whereas leaves taken for college related work i.e, VIVA, Project Presentation, Examinations will not be marked as official leaves anytime during this period and will also lead to extension of days in next promotion cycle and bond period.)
- Employee shall not be eligible for serving notice period during the bond tenure, it can be considered only after the completion of bond tenure. (Note - Notice Period duration will be of two months after the acceptance of management.)
- Trainee is required to sign 18 Months bond with the company from day 1 of training period. In case, trainee wish to leave the company in the bond period, they can do so after paying the training cost of Rs 2,50,000 as a bond amount.



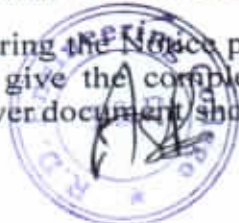
  
Director  
R.D. Engineering College  
Ghaziabad

| Duration      | Remuneration       |
|---------------|--------------------|
| 1st 4 month   | Upto 16k           |
| Next 14 month | Between 21k to 30k |

3. You will be in probation for a period of 6 months which may extend at the discretion of the management based on your performance. You will not be deemed to have been confirmed unless given in writing by the Management after reviewing Your performance during the temporary probation/and or extended probation period. During the probation period, your services can be terminated without giving any Notice or Salary. You shall perform the duties to the best of your ability, efficiency diligently and in a disciplined manner and make your best efforts to improve production and productivity and shall not resort to any act prejudicial to the interest of the establishment including slow-down, intermittent working & stoppage of work.
4. You shall perform the duties to the best of your ability, efficiency diligently and in a disciplined manner and make your best efforts to improve production and productivity and shall not resort to any act prejudicial to the interest of the establishment including slow-down, intermittent working & stoppage of work.
5. You shall be responsible for the charge and care of Firm's goods, money, property, or machinery entrusted to you or in your hands during the course of your training/employment and you shall be responsible for any damage and/or shortage or loss of such goods, money, property or machinery.
6. You will be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, Project cost & estimation , Technology, Software package License, Company's policy, Company patterns & trade mark, Human Assets profile.
7. You will devote your whole time during office hours in the work of Company and will otherwise not undertake any other business or work, honorary or remunerative without the prior permission of Management. You will be required to comply with all such rules and regulations as the Company may frame time to time.
8. Your initial posting will be at **F-02,B-14-15, Sector-1 Noida near secto15 metro station** However, you will be liable to transfer at any time from one place, department, section, office to another place either for Training or official purpose whether existing or to be set-up infuture, whether situated in the same locality or outside as may be considered necessary and company won't bear the travelling cost. The terms and conditions applicable to such other place/establishment will apply to you.
9. If an employee is terminated due to performance below expectations or for any other digression of office policies or due to any other reason that the management feels that dismissal is warranted, employee can be asked to leave immediately. Dues, if any, will be settled only after satisfactory handover of responsibilities, files, Documents etc to the employee nominated by management. Under the termination procedure the employee may or may not be paid severance pay in lieu depending on the circumstances under which the employee has been terminated.



10. Employer is not liable to issue relieving or Experience letter if employee not serve proper notice period to company or abscond from work place.
11. Candidate has to submit refundable cheque of Rs. 2.5lakh as a security in favor of Craterzone Pvt. Ltd, after completion of Bond (i.e of 18 months which start from 18<sup>th</sup> Jan 2021) your cheque will be returned to you. In case if you break the bond, company have right to impound your cheque.
12. You will have to arrange your own conveyance for your duty. Company will not provide you any kind of transport facility for attend duty.
13. If during the period of your training/employment, at any time it is found that information supplied in your application or bio-data form submitted by you in our firm is false or incorrect wholly or partially, the Management will be at liberty to terminate your services without giving any notice or payment in lieu of notice and the management will be at liberty to lodge Criminal Case against you.
14. You will not divulge in any manner whatsoever, any secret correspondence, agreement, Coding process, technical know how or any such information pertaining to our firm verbally or in writing, which you may acquire concerning the Firm's business to other person / firm or organization.
15. Your training/employment in our firm will be subject to your being found and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically or mentally unfit by registered medical officer/practitioner nominated by the firm at any time, when the Management feels it necessary.
16. You shall keep the Management posted with any change in your Postal address, otherwise the last address communicated by you to firm or available in the firm's record will be deemed as your postal address for the purpose of all communications from the Management.
17. You have to take written permission of the management in case you wish to join any course for further study. Without obtaining written permission no addition in your qualification shall be made in the records of the firm.
18. You shall abide by the instructions and directions issued to you from time to time, verbally or in writing, by your superiors directly or by notice pasted on the Notice Board of the firm.
19. In case of your remaining absent from your duty without prior sanction of leave as per rules of the firm continuously for 10 days or more you shall be deemed to have abandoned the services of the Firm without any notice to this effect and accordingly you shall be liable to lose you lien on the job
20. In the event you desire to resign, you will be required to give mandatory notice which is of two months (excluding the training period / bond tenure) after the resignation (accepted date by the management) to ensure smooth transition/ hand over duties without loss to the Company.
21. During the Notice period the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover document should be given to management and the immediate manager



(in-charge). On satisfactory completion of handover / notice period, the relieving letter & settlement if any will be given to the employee by the management.

22. Employee payables like, salary, Incentives, Bonus, etc will be on hold from the day employee put down her/his papers. Full & final settlement will be paid as per regular salary dates/discretion of management or 45 days from the last date of service or whichever is later

23. The income tax liabilities with regards to your salary and perks will be your liabilities, and will be governed by the tax laws of the country as applicable from time to time.

24. The Company reserves its right on any innovations/ invention/ discoveries / developed during your employment with the Company and you should not make any claim on the said innovation / discoveries, etc.

25. The management shall be at liberty to terminate your services without any notice in the event of :

a) Insubordination, indiscipline, dishonesty or negligence of duty.

b) You're being unable to attend to your duties effectively on account of prolonged ill health.

26. After completion of training period only, first 4 months, Employee can avail 10 SL, 10 CL, and 15 EL (use after completion of Probation period) after per year or as applicable as per law from time to time.

27. Your increment/Promotions will depend at sole discretion of the management after considering your overall performance and behavior.

28. Employee who will join the organization after 20<sup>th</sup> in any month, his salary will proceed next to next month.

Please sign the duplicate copy of this letter of appointment and return the same to us as token of your acceptance on the above-mentioned terms and conditions.

We congratulate you on your selection and look forward to a long and mutually beneficial association.

Yours faithfully,

For Craterzone Pvt. Ltd.

*Sourabh Kapoor*  
Sourabh Kapoor

(Director)



I hereby accept the above mentioned terms of employment which have been explained and translated to me and are fully understood by me. The original of this letter is in my possession.

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

**(Signature of Employee)**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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07th June 2021

Nadeem Akhtar

**Offer For Internship**

Dear Nadeem Akhtar,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a six months Internship with us as an **Intern - Engineering** with monthly stipend of **INR 6,000/- (Rupees Six Thousand Only)**. After completing internship CTC will be 2.8 LPA.

Your internship is scheduled to start effective from 22<sup>nd</sup> March 2020 to 27<sup>nd</sup> September 21.

Note: This offer is valid subject to verification of employment from your College.

**Yours Faithfully,**  
**For Cargo Flash Infotech Pvt. Ltd.**

*Natasha Rae*

Ms. Natasha Rae  
HR Manager- People and Training



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



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# 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> Jan, 2021

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

Dear *Nehal Tyagi*,

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: 8<sup>th</sup> Feb, 2021

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



(33)



July-2021  
Praveen Kumar Dubey

Dear Praveen,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Trainee- Software Developer** with **BRITO IT Services Private Limited ("BRITO")**. Your place of posting will be **Noida**.

Initially you are in the training for 3 months and there will be a cooling period of 45days during this period you will not be paid anything and after completing this period your offered salary would be upto 1.8 LPA CTC per annum. This amount may vary depending on individual and company performance.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on **21<sup>th</sup>-JULY-2021**.

We are delighted to welcome you to the team! You are joining BRITO at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,

For **BRITO IT Services Private Limited ("BRITO")**,

Suresh Dwivedi  
**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

As an Engineer you are 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 Employee's Compensation Act, 2010
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act, 1972

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days

From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act, 2017

- In addition to the above, as per BRITO policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout".

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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



  
Director  
R.D. Engineering College  
Duhra, Ghaziabad



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

**\*\* Incentive target:**

Your 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 prorated to the duration spent with BRITO India for the calendar year and will be paid to you only if you are active on BRITO's payroll on the day the incentive is paid.

**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. The Annual Gross Compensation will remain the same.
- BRITO has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at BRITO. If you decide not to join us after signing the offer letter, BRITO reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to BRITO.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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# 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> Jan, 2021

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

Dear *Priya Tyagi*,

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: 8<sup>th</sup> Feb, 2021

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. B. Engineering College  
Distt. Ghaziabad

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15-Mar-2021

Dear Robin Singhal,  
MCA, RD Engineering College

Candidate ID - 129905985

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: Robin Singhal

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



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10/1



Satvinder Singh

Date: 5<sup>th</sup> July, 2021

Ref: RS/LOI/07//237

**Letter of Intent**

Dear Satvinder,

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  
Duhai, Ghaziabad

## **APPOINTMENT LETTER**

Dear Shivam Sharma,

With reference to your Interview, we are pleased to appoint you as **Software Developer Trainee in Craterzone Pvt. Ltd.** on the following terms & conditions

1. **Commencement:** - You are appointed as “ **Software Developer Trainee**”  
W.e.f 18<sup>th</sup> Jan 2021 in Craterzone Pvt. Ltd.

2. **Salary:** The Firm shall pay following stipend.

(a) In the First 4 months of Training period- Rs: 16000 per Month. After 4 months, your performance shall be reviewed and if found satisfactory your stipend shall be revised.

(c) For next 14 Months, your salary will be up to Rs 30,000 based on your efficiency, intelligence, regular Attendance, sense of discipline and good behavior.

### **Terms and Conditions:**

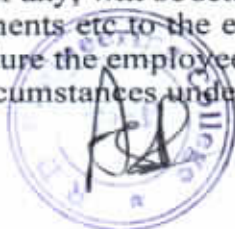
- Trainee is required to bring own laptop during Training Period, 4 Months.
- Trainee is not applicable to take any leave/offis during first 4 months. Note - Leaves taken during first 4 months will lead to extension of days in next promotion cycle and bond period whereas leaves taken for college related work i.e, VIVA, Project Presentation, Examinations will not be marked as official leaves anytime during this period and will also lead to extension of days in next promotion cycle and bond period.)
- Employee shall not be eligible for serving notice period during the bond tenure, it can be considered only after the completion of bond tenure. (Note - Notice Period duration will be of two months after the acceptance of management.)
- Trainee is required to sign 18 Months bond with the company from day 1 of training period. In case, trainee wish to leave the company in the bond period, they can do so after paying the training cost of Rs 2,50,000 as a bond amount.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

| Duration      | Remuneration       |
|---------------|--------------------|
| 1st 4 month   | Upto 16k           |
| Next 14 month | Between 21k to 30k |

3. You will be in probation for a period of 6 months which may extend at the discretion of the management based on your performance. You will not be deemed to have been confirmed unless given in writing by the Management after reviewing Your performance during the temporary probation/and or extended probation period. During the probation period, your services can be terminated without giving any Notice or Salary. You shall perform the duties to the best of your ability, efficiency diligently and in a disciplined manner and make your best efforts to improve production and productivity and shall not resort to any act prejudicial to the interest of the establishment including slow-down, intermittent working & stoppage of work.
4. You shall perform the duties to the best of your ability, efficiency diligently and in a disciplined manner and make your best efforts to improve production and productivity and shall not resort to any act prejudicial to the interest of the establishment including slow-down, intermittent working & stoppage of work.
5. You shall be responsible for the charge and care of Firm's goods, money, property, or machinery entrusted to you or in your hands during the course of your training/employment and you shall be responsible for any damage and/or shortage or loss of such goods, money, property or machinery.
6. You will be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, Project cost & estimation , Technology, Software package License, Company's policy, Company patterns & trade mark, Human Assets profile.
7. You will devote your whole time during office hours in the work of Company and will otherwise not undertake any other business or work, honorary or remunerative without the prior permission of Management. You will be required to comply with all such rules and regulations as the Company may frame time to time.
8. Your initial posting will be at **F-02,B-14-15, Sector-1 Noida near sector 15 metro station** However, you will be liable to transfer at any time from one place, department, section, office to another place either for Training or official purpose whether existing or to be set-up in future, whether situated in the same locality or outside as may be considered necessary and company won't bear the travelling cost. The terms and conditions applicable to such other place/establishment will apply to you.
9. If an employee is terminated due to performance below expectations or for any other digression of office policies or due to any other reason that the management feels that dismissal is warranted, employee can be asked to leave immediately. Dues, if any, will be settled only after satisfactory handover of responsibilities, files, Documents etc to the employee nominated by management. Under the termination procedure the employee may or may not be paid severance pay in lieu depending on the circumstances under which the employee has been terminated.



10. Employer is not liable to issue relieving or Experience letter if employee not serve proper notice period to company or abscond from work place.

11. Candidate has to submit refundable cheque of Rs. 2.5lakh as a security in favor of Craterzone Pvt. Ltd, after completion of Bond (i.e of 18 months which start from 18<sup>th</sup> Jan 2021) your cheque will be returned to you. In case if you break the bond, company have right to impound your cheque.

12. You will have to arrange your own conveyance for your duty. Company will not provide you any kind of transport facility for attend duty.

13. If during the period of your training/employment, at any time it is found that information supplied in your application or bio-data form submitted by you in our firm is false or incorrect wholly or partially, the Management will be at liberty to terminate your services without giving any notice or payment in lieu of notice and the management will be at liberty to lodge Criminal Case against you.

14. You will not divulge in any manner whatsoever, any secret correspondence, agreement, Coding process, technical know how or any such information pertaining to our firm verbally or in writing, which you may acquire concerning the Firm's business to other person / firm or organization.

15. Your training/employment in our firm will be subject to your being found and remaining physically and mentally fit and alert to perform your duties. Your services will be liable to be terminated on being found physically or mentally unfit by registered medical officer/practitioner nominated by the firm at any time, when the Management feels it necessary.

16. You shall keep the Management posted with any change in your Postal address, otherwise the last address communicated by you to firm or available in the firm's record will be deemed as your postal address for the purpose of all communications from the Management.

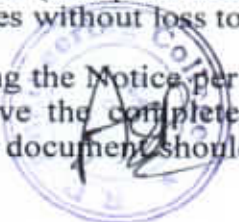
17. You have to take written permission of the management in case you wish to join any course for further study. Without obtaining written permission no addition in your qualification shall be made in the records of the firm.

18. You shall abide by the instructions and directions issued to you from time to time, verbally or in writing, by your superiors directly or by notice pasted on the Notice Board of the firm.

19. In case of your remaining absent from your duty without prior sanction of leave as per rules of the firm continuously for 10 days or more you shall be deemed to have abandoned the services of the Firm without any notice to this effect and accordingly you shall be liable to lose you lien on the job

20. In the event you desire to resign, you will be required to give mandatory notice which is of two months (excluding the training period / bond tenure) after the resignation (accepted date by the management) to ensure smooth transition/ hand over duties without loss to the Company.

21. During the Notice period the employee should prepare the handover documents which give the complete detail on the activities handled by the employee. The handover document should be given to management and the immediate manager



Director  
Duhai, Ghaziabad

(in-charge). On satisfactory completion of handover / notice period, the relieving letter & settlement if any will be given to the employee by the management.

22. Employee payables like, salary, Incentives, Bonus, etc will be on hold from the day employee put down her/his papers. Full & final settlement will be paid as per regular salary dates/discretion of management or 45 days from the last date of service or whichever is later

23. The income tax liabilities with regards to your salary and perks will be your liabilities, and will be governed by the tax laws of the country as applicable from time to time.

24. The Company reserves its right on any innovations/ invention/ discoveries / developed during your employment with the Company and you should not make any claim on the said innovation / discoveries, etc.

25. The management shall be at liberty to terminate your services without any notice in the event of :

a) Insubordination, indiscipline, dishonesty or negligence of duty.

b) You're being unable to attend to your duties effectively on account of prolonged ill health.

26. After completion of training period only, first 4 months, Employee can avail 10 SL, 10 CL, and 15 EL (use after completion of Probation period) after per year or as applicable as per law from time to time.

27. Your increment/Promotions will depend at sole discretion of the management after considering your overall performance and behavior.

28. Employee who will join the organization after 20<sup>th</sup> in any month, his salary will proceed next to next month.

Please sign the duplicate copy of this letter of appointment and return the same to us as token of your acceptance on the above-mentioned terms and conditions.

We congratulate you on your selection and look forward to a long and mutually beneficial association.

Yours faithfully,

For Craterzone Pvt. Ltd.

*Sourabh Kapoor*  
Sourabh Kapoor

(Director)

I hereby accept the above mentioned terms of employment which have been explained and translated to me and are fully understood by me. The original of this letter is in my possession.



*Sourabh Kapoor*  
R.O. Engineering College  
Duna, Ghazabad

**(Signature of Employee)**



  
Director  
R.D. Engineering College  
Bulhal, Ghaziabad

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# 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> Jan, 2021

SUB: LETTER OF OFFER OF EMPLOYMENT – Associate Software Engineer

Dear Shorya Rana,

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: 8<sup>th</sup> Feb, 2021

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





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15-Mar-2021

Dear Shweta Tyagi,  
MCA, RD Engineering College

Candidate ID - 129905554

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: Shweeta Tyagi

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  |
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| 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

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

11 February 2021

Dear Sparsh Bhardwaj,

With great pleasure, I would like to offer you an appointment as Software Intern at our firm. This is an exciting opportunity in a fast paced, learning intensive environment. Key terms of this position are described below.

### **Roles, and Responsibilities**

You will start as a Software Intern at our Indian client NSF International. In this role, you will be responsible for assisting project teams under the direction of the assigned Software Consultants. Roles will vary from Quality Assurance to Development of specific modules to Support and Documentation. We expect that this will give you an opportunity to further refine existing skills, learn vital new skills and gain exposure to new technologies.

Your internship period will be 6 months in length. It will be deemed to have been completed successfully when you pass your college exams and have obtained positive reviews from your NSF supervisors.

You will be confirmed as a Software Consultant upon successful completion of your internship period. This is a key role in the growth of the firm. You will be responsible for, and involved in, execution of client projects and helping build our offshore entity. Major activities will include, but not be limited to:

- Execution of projects in roles ranging from Sr. Developer to Project Leader responsible for design, development and mentoring of other junior team members.
- On-site support as required. Working on offshore projects often requires meeting with clients to gather requirements, help increase their confidence in our abilities, etc. At mutually agreed upon times, you will be expected to travel to the US to work on site with clients.
- Miscellaneous management/administrative responsibilities. Flexibility is a key requirement in growing organizations. To that end, we will expect you to assist the US based team in other management/administrative activities as necessary. We will, of course, provide the necessary backup and mentoring to ensure that you are successful in such tasks

### **Compensation**

During the internship period, you will be paid a stipend of ₹12,000 /month



  
Director  
R.E. Engineering College  
Ghaziabad

Thereafter, your total compensation package in the first year as a Software Consultant will be ₹4,10,000. This will consist of:

- Salary of ₹3,90,000 per annum, paid on a monthly basis. This includes house rent and other allowances. Individual breakup amounts including medical, etc. will be provided in Salary slip.
- A performance bonus target of ₹10,000 per annum payable on a quarterly basis.
- A retention bonus accrued for a total of ₹10,000 per annum. First payment of this bonus will occur six months after the start of employment, with a payment for 3 months (i.e. ₹2,500). Thereafter, at your 9 month anniversary, you will receive payment for the next 3 months (i.e ₹2,500) and a payment for 6 months (₹5,000) at your one year anniversary. **Please note that this amount is guaranteed at 100% subject to your continued services at NSF.**

In the second year, your total compensation will be ₹4,60,000. Note that rules for payments of these bonuses that are described above will apply here also.

Please note that the amounts indicated above are CTC (cost to the company). Also, your internship amount and salary after confirmation includes PF amount as well. Once your PF account is setup, it will start getting deducted.

#### **Bond Period**

We will invest significant resources in training you to be effective as a Software Consultant. Consequently, you will be required to sign a commitment to stay with us for up to 2 years after completion of your probation. Should you choose to leave before this 2-year period, you will be required to pay a sum of ₹1,00,000 for the investment that was made in helping you acquire new skills.

#### **Notice Period**

Should you decide to terminate your employment with us, we require that a 90-day notice period be provided. It will be 3-week during your internship.

We will provide a 3-week notice period during the internship period and 3 months after you are confirmed as a Software Consultant.

#### **Holidays**

The standard vacation and holiday schedule shall apply. Besides the usual national holidays, you will be entitled to 15 days' vacation and 5 days casual leave. During the internship period, you may avail of a 20 days "exam" leave to take exams required for you to fulfill your graduation requirements.

Please note that this offer is subject to a mutually agreed upon start date between us.



  
Director  
R.D. Engineering College  
Duhai, Ghazipur

Sparsh Bhardwaj ,we are excited to have you on board and are confident that we will provide you with significant career enhancing challenges. Most importantly, we will make sure to have a lot of fun as we build a great organization together.

Regards,

Nidhi Pareek

*Nidhi Pareek*

Director

11st February 2021

I accept the above offer with compensation and terms specified above. My joining date is .....

Sparsh  
Bhardwaj  
Date:



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

MS



## PRELIMINARY OFFER LETTER

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

Dear Sunil,

We're delighted to offer you the position of *Software Developer* with *Hynix Intermedia*. Please review this summary of details for your anticipated employment with us.

### **I. Position**

#### **Job title**

Your title will be *Software Developer*, we hope you will enjoy your role and make a significant contribution to the success of the business.

#### **Working schedule**

This is a *full-time* position requiring approximately 30 hours per week. Your regular weekly schedule will be *Monday to Friday*.

### **II. Cash Compensation**

#### **Salary**

The Company will pay you a starting stipend at the rate of INR 13200 per month till probation period of six months, payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies. Post probation period, package would be 2.8 L.P.A.

#### **Tax withholding (If applicable)**

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

#### **Tax advice**

You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

### **III. Bonus (or commission) potential**

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's rulebook and approved by the authority. Your target bonus will be equal to 6% of your annual base salary. Any bonus for the fiscal year in which your

**Hynix Intermedia Technologies | D-247/4A, Suite- B-09, Sector-63, Noida.**

**+91-120-4116322 | www.hynixintermedia.co.in**





employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within three months after the close of that fiscal year, but only if you are still employed by the Company at the time of payment. The determinations of the Company's authority with respect to your bonus will be final and binding.

#### **IV. Employee benefits (After Probation Period)**

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. The Company offers a comprehensive employee benefits program, including:

##### **Vacation policy**

You will be eligible for 12 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

##### **Private health and dental insurance plan**

As all Company employees, you will be eligible for the private health and dental insurance plan we provide. Specific terms and conditions may change upon vendor's decision.

#### **V. Privacy, Confidentiality and Service Agreement**

##### **Privacy Agreement**

You are required to observe and uphold all of 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.

##### **Service Period Paid Agreement**

The Service Agreement is basically an agreement which the company and the employee will sign mutually and enter into which states that the amount deposited by the employee to ensure the stay for the period of nine months at least with the Company among the other terms contained therein states that in consideration of the training given to the Employee and the money and resources spent by the company in imparting such training. Company is liable to reimburse the whole deposit to the employee post completion of the agreement period.

In case the Employee breaches the provisions of the Agreement, then will not be liable to claim the sum of money submitted, be it the expense incurred by the company in training of the Employee. The Agreement also contains confidentiality and non-competition clauses.



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**+91-120-4116322 | [www.hynixintermedia.co.in](http://www.hynixintermedia.co.in)**

Director





## VI. Interpretation, Amendment and Enforcement

*Hynix Intermedia* will provide you with the necessary paperwork and instructions.

## VII. Documentation

You impressed us with your skills and we believe you'll fit well in our team. The last step of our hiring process is Documentation.

- Maximum 3 Photograph (Colour Photos)
- Birth Certificate / Birth proof like PAN card or passport or voter card or driving license
- Address/Residence proof - aadhaar card or mobile bill or electricity bill or passport
- Refundable Deposit Of Service Period Paid Agreement- INR 20000 [Twenty Thousand] (Via any of the preferred digital transaction mode in favour of Hynix Intermedia)
- Educational certificates - SSC (10th), HSC (12th), Graduation/any other diploma course/ Post Graduation
- Certificate of Extra activities (Like dance, singing, Awarded by state and central GOVT., achievement certificates etc.)(if you have any)
- Any other certificates of extracurricular activity like sports etc - you can carry along
- Print out of this letter.

## VIII. Documentation Reporting

You required reporting at Noida office address (D-247/4A, Suite- B-09, Sector-63, Noida) for documentation formalities.

We are looking forward to your joining our team. Meanwhile, if there is any further information we can provide regarding this offer or the position, please do not hesitate to reach us at

+91-8448660544 or [hr@hynixintermedia.co.in]

Sincerely,

Human Resource Team

**Hynix Intermedia Technologies**

[support@hynixintermedia.co.in](mailto:support@hynixintermedia.co.in)

[+91-120-4116322](tel:+91-120-4116322)

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



  
Director  
R.D. Engineering College  
Unnao, Uttar Pradesh

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**+91-120-4116322 | www.hynixintermedia.co.in**

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15-Mar-2021

Dear Ujjawal Tyagi,  
MCA, RD Engineering College

Candidate ID - 129905782

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: Ujjawal Tyagi

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.F. Engineering College  
Uthirakottai, Ghaziabad

Velocity

Velocity Software Solutions Pvt. Ltd.

(48)

Velocity Software Solutions Pvt. Ltd. E-23, Sector-63, Noida - 201301 (U.P.), India  
Ph. : +91-120-424 3310

03-May-2021

Umashankar Sharma,

Dear Umashankar Sharma,

LETTER OF OFFER

**Welcome to the Velocity Family!**

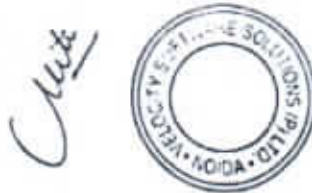
On behalf of Velocity Software Solutions Private Limited, Noida we are pleased to offer you as an Intern from the date of joining. We anticipate that you will start your internship with us at the earliest but not later than 4-May-2021 (Date of Joining)

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  
Duhai, Ghaziabad

SESSION (2020-2021)

OFFER LETTER

MBA BRANCH



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

①



R1 RCM Global Private Limited  
Candor Gurgaon One Realty Projects Private Limited,  
IT/ITES SEZ, 2nd, 3rd, 4th and 5th Floor, Building No. 1 and 8th Floor, Building No. 2,  
Village Tikri, Sector 48, Gurugram – 122018, Haryana, India  
Tel: +91 124 4686400 | CIN: U74900DL2009PTC187041 | Website: www.r1rcm.com

**STRICTLY PRIVATE AND CONFIDENTIAL**

Aakarsh Garg

May 03, 2021

**APPOINTMENT LETTER**

Dear Aakarsh Garg,

Congratulations!

With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at R1 RCM Global Private Limited as **Analyst**.

Subject to your accepting this appointment letter, your anticipated start date will be no later than **May 15, 2020**. Your appointment will be effective from the date of joining.

Your Annual Compensation will be **INR ₹285,000.00/-** cost to Company (CTC). Details of the CTC break up are given in Annexure-I provided with this letter.

Your primary work location will be **IND-Tikri-Gurugram** or any work location R1 RCM may ask you to work from time to time as per its discretion.

This appointment is subject to your acceptance Seven days from the date of issuance. Please formally accept this appointment letter within seven (7) days, failing which this offer shall lapse automatically and will stand revoked at the sole discretion of R1 RCM. This offer and your employment with R1 RCM is conditional upon you successfully clearing the background verification process as applicable at R1 RCM.

You will be receiving a joining instruction email confirming the details of your onboarding time, venue details from the R1 RCM Onboarding team before your start date.

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.



# R1.

To ensure that you have full understanding of the terms and conditions of your employment at R1 RCM and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to R1 RCM.

Sincerely,

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Aakarsh Garg, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Aakarsh Garg

Date: May 12, 2021

Location: IND-Tikri-Gurugram



Director  
R.D. Engineering College  
Duhai, Ghaziabad





## TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the "Contract") between **Aakarsh Garg** and R1 RCM Global Private Limited ("the Company") and will be effective from the commencement of your employment with us.

Further information on R1 RCM policies and procedures are available on the Company intranet site, which shall be deemed binding upon you. R1 RCM reserves the right to review and update its employment policies and procedures as applicable from time to time and your agreement to comply and adhere by them will be deemed accepted.

### Background Verification:

- 1) Your appointment / employment (whilst in service with R1 RCM) is subject to you clearing all the background checks as per the Background Verification process.
- 2) The Company at its sole discretion can authorize subsidiaries or affiliates of R1 RCM and any person or organization acting on its behalf to verify the information provided by you in the course of your job application and employment.
- 3) It is imperative to submit all your credentials, testimonials and required documents **within 15 days of joining**. If the particulars shared by you are found to be incorrect, inaccurate or misleading, your appointment shall be revoked, and your services will be terminated per applicable Company policy.
- 4) Your appointment is subject to medical and/or drug screening test clearance, on your joining or anytime post your joining as part of random screening checks.
- 5) If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be terminated and/or necessary actions would be initiated as per applicable Company policy.
- 6) The management will be within its rights to request an employee to get tested for drug/substance/alcohol abuse/usage during working hours, if the management has a reasonable suspicion of the same. Refusal to the random screening by an employee will be constituted as an act of gross misconduct/ misbehavior.

### Probation Period:

- 1) You will be on probation for a period of six months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
- 2) On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
- 3) In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
- 4) The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.

### Hours of Work:

- 1) R1 operates 24/7 and 365 days a year, so your working hours may involve Day and Night shift and working weekends and public holidays as permitted under applicable laws and company policies.
- 2) Your working hours can be varied at the sole discretion of the Company, you may also be required to work beyond the working hours depending on business exigencies / requirements per the applicable company policy.

### Leaves:

- 1) You will be eligible for leaves as per the Company policy.
- 2) All eligible female employees will be entitled to maternity leaves in-line with the Maternity benefit Act, 1961.

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Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

## Compensation & Salary Structure:

- 1) Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cess and other applicable withholdings. All tax liabilities arising out of your entire remuneration, package, present or future, shall be borne by you.
- 2) Any amount recoverable/payable from you towards R1 RCM may be adjusted from your monthly salary at the sole discretion of the Company.
- 3) The Company reserves the right to review and change its compensation structure or revise the salary components subject to modification/ change/ discontinuation/ amendment as per the applicable policy/statutory regulations from time to time.

## Increments and Promotions:

- 1) Your performance and contribution to the company will be an important consideration for salary increment and promotions.
- 2) R1 follows the philosophy of Pay for Performance and Promote for Potential depending upon position availability and all promotions will be based on applicable company policy.

## Statutory and Other Benefits:

- 1) You will be eligible for various statutory benefits in accordance with the relevant laws.
- 2) You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached benefits flyer which does not form a part of your contract. These benefits are subject to the applicable policy/plan in force from time to time.

## Transfer & Relocation:

- 1) During your employment with the Company, you will be liable to be transferred to any of the offices, location, departments, or/ business units of the Company or of associate companies/ group companies, weather existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment or unless otherwise specified at the sole discretion of the management.

## Retirement:

- 1) On reaching the age of 60 years, you will retire from the services of the Company. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date of birth for purposes throughout your service with the Company and no changes will be permitted under any circumstances.

## Notice Period:

- 1) Either party can initiate the separation of employment by giving required notice period (refer point below) or payment in lieu of notice thereof. Any deviations from this shall be on the sole discretion of R1 RCM Management.
- 2) Required notice period:
  - o Level 2S Associate I
  - o Notice Period 30 days.

## Separation:

- 1) Upon confirmation of your services with the Company, R1 retains the right to terminate your services without any prior notice/payment in lieu of notice in the event of any act of omission or commission committed by you, which constitutes gross misconduct.
- 2) The Company reserves the right to terminate your employment for any behavior which results in breach of Company policy and/or loss of confidence and/or jeopardizing the interests of the Company and / or involvement in any misconduct and / or any criminal activity and/ or any other reason not enlisted herewith. Termination or any such related action will be taken as per applicable Company policy.
- 3) If your performance is found to be unsatisfactory as per the expectations/ tasks provided, the Company may afford you



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Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

opportunities to assist and enable you to improve your performance. If your performance does not improve as per the expectations/ tasks provided, Company reserves the right to terminate your employment at any time.

4) At the time of separation of your employment, you need to handover all the Company entrusted documents/ provided assets/ property in an acceptable condition. It is agreed that any damage to Company assets/property and amount due to the Company by you will be adjusted via reverse bank transfer.

5) Your full and final settlements will be initiated only after you have completed all necessary clearances. Only upon settlement of your dues towards R1 RCM, you shall be relieved from your contractual obligations and provided any service certificates thereof.

## Abandonment of Employment:

1) Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.

2) In such cases the Company also reserves the right to withhold any service certificates or payments due to you.

## Dual Employment:

1) You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.

2) You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.

3) Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

## Workplace Harassment:

1) R1 RCM has an Equal Employment Opportunity Policy which employees must follow, at all times.

2) The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.

3) Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

## Integrity & Confidentiality:

1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with R1 RCM, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.

3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of R1 RCM and any person or organization acting on behalf such as:

a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.

b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.

c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.



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Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

**Communication:**

1) That you shall furnish residential address/ mobile or phone number/ email id for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication details already provided you shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that residential address/ mobile or phone number / email id shall be deemed to have been served.

Please sign the duplicate copy of this letter, in token of your acceptance of the above terms and conditions and send it to us within seven (7) days, failing which the offer stands withdrawn without any further reference to you.

If you would like to discuss any details of your conditions of employment do not hesitate to contact the Human Resources Team at [career.india@r1rcm.com](mailto:career.india@r1rcm.com).

We welcome you as a member of our team and wish you a successful career with R1 RCM.

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Aakarsh Garg, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Aakarsh Garg

Date: May 15, 2021

Location: IND-Tikri-Gurgaon



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

## ANNEXURE-I

Name: Aakarsh Garg  
Band: 2S Associate I  
Date of Joining: May 15, 2021  
Work Location: IND-Tikri-Gurugram  
Designation: Analyst  
Cost to Company: INR ₹285,000.00

### COMPOSITION – Total Cost to Company

Basic Monthly: INR₹12,000.00  
Basic Annually: INR₹144,000.00  
House Rent Allowance Monthly: INR₹5,723.00  
House Rent Allowance Annually: INR₹68,674.00  
Internet Allowance Monthly: INR₹600.00  
Internet Allowance Annually: INR₹7,200.00  
Advance Statutory Bonus Monthly: INR₹3,000.00  
Advance Statutory Bonus Annually: INR₹36,000.00  
PF Contribution by Employer Monthly: INR₹1,800.00  
PF Contribution by Employer Annually: INR₹21,600.00  
Gratuity Monthly: INR₹577.00  
Gratuity Annually: INR₹6,926.00  
LWF Monthly: INR₹50.00  
LWF Annually: INR₹600.00  
Total Retirals – Employer Contributions Monthly: INR₹2,427.00  
Total Retirals – Employer Contributions Annually: INR₹29,126.00  
Total Cost to Company – Employer Contributions Monthly: INR₹23,750.00  
Total Cost to Company – Employer Contributions Annually: INR₹285,000.00

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

For R1 RCM Global Private Limited,



Swati



Director  
Engineering College  
Duhai, Ghaziabad

# R1.

**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Aakarsh Garg, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Aakarsh Garg

Date: May 15, 2021

Location: IND-Tikri-Gurgaon



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

## EXPLANATION OF COMPONENTS

Details of each element of your salary (Total Cost to Company) are provided below: -

### BASIC

Basic component of your salary is driven as a percentage of total cost to company on the basis of your career level. R1 always provides a Basic salary more than the state minimum wage prescribed under the law. Furthermore, Basic component also serves as a driving factor for other allowances mentioned below.

Basic component of your salary is taxable in accordance with tax laws of India and forms part of your take home cash.

### HOUSE RENT ALLOWANCE (HRA)

HRA is a cash allowance provided to assist employee for a rented accommodation. Furthermore, employee can avail tax savings on HRA in accordance with tax laws of India and provided they are living in a rented accommodation.

HRA is driven as a percentage of your Basic salary.

### ADVANCE STATUTORY BONUS

Statutory bonus is payable as a cash allowance in accordance with The Payment of Bonus Act, 1965. This allowance is paid at 20% of basic salary, which is at the maximum defined limit on a range of 8.33% of Basic to 20% of Basic.

### PF CONTRIBUTION BY EMPLOYER

R1 contributes 12% of Basic towards employee's EPF account. These contributions are directly deposited into employee's PF and EPS account along with employee's contribution (12% of Basic) through payroll process and qualifies for tax rebate under Section 80-C of Indian Income Tax act.

### GRATUITY

Gratuity is social security benefit paid by R1 to its employees on leaving services upon successful completion of 4 years 240 days or more. A contribution equivalent to 4.81% of monthly basic is reserved towards this benefit and is paid in accordance with the provisions of The Payment of Gratuity Act, 1972 as a token of gratitude towards associating with the company for long.

### LWF

LWF (Labor Welfare Fund) is a statutory contribution that every working employee will contribute to the applicable state labor welfare board. Wherever applicable, this contribution forms part of the CTC structure and is remitted to labor welfare authorities as per defined timelines.

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.



  
Director  
R D Engineering College  
Ghaziabad, Ghaziabad

2



NetAmbit

Date: 12 Sep 2021

Mr. / Ms. Abhinav Chaudhary

Subject: Letter of Offer

Dear Abhinav Chaudhary,

Thank you for participating in our selection process. With reference to our discussions with you, we are pleased to offer you the position of **Executive - HR in Band 1** of our organization. This position is based at Noida.

Your employment shall be governed by the terms and conditions of the organization as may be in force from time to time

**1) Compensation and Benefits**

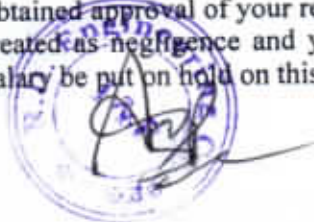
The annual Cost to Company will be **Rs.204000/-**The salary is subject to Income Tax deduction per the prevailing Income Tax rules.

**2) Joining Process**

Your date of joining will be **21-09-21** We would require **sets of Photocopies** of the documents per **Annexure - B**.

This letter of offer is issued to you based on the representations made by you in your resume and/or other documents and during the interview process. This is issued to you based on the assumption that your qualifications and experience are correct and accurate. It also assumes that your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation & misbehavior.

- This letter is subject to your providing the company with self-attested copies of documents in support of your qualifications/experience and other details provided by you.
- The company may at its absolute discretion conduct background checks on the information provided by you through an authorized third party/or through other means. In case it is found that your qualifications and experience are false/not correct or your conduct in your earlier employments was not appropriate, the company reserves the right to take appropriate civil and/or criminal action which includes but might not be limited to termination of employment.
- If at any time after your date of joining, you absent yourself from your duties without having obtained approval of your reporting manager, you shall be treated as "ABSCONDING" which is treated as negligence and your employment, during probation period, may be terminated and salary be put on hold on this ground itself.



Director  
R.D. Engineering College  
Duhai, Ghaziabad



The detailed letter of appointment outlining all the terms and conditions of the company will be issued to you within 30 days of your joining the organization.

We look forward to welcoming you on board and look forward to a long and mutually rewarding relationship.

Please get in touch with us in case you have any queries.

Thank you & Regards:

Talent Acquisition Team  
Human Resource Department



  
Director  
R.D. Engineering College  
Dunari Ghaziabad

**Annexure – B**

**List of Mandatory Documents**

All candidates for joining have to submit two self-attested photocopies of below mention documents at the time of Joining.

| <b>Joining Document – Check List</b>                                |   |
|---|---|
| <b>Documents Valid For Photo ID Proof (Any One)</b>                 |   |
| 1) Driving License.   | 2) Passport.  |
| 3) Pan Card.  | 4) Voter's ID Card.   |
| <b>Documents Valid For Address Proof (Any One)</b>                  |   |
| 1) Driving License. (Permanent or Learner )                         | 2) Passport   |
| 3) Ration Card.   | 4) Voter's ID Card.   |
| 5) Domicile Certificate.  | 6) Pan Card Acknowledgement Letter.   |
| 7) Latest Electricity / Water Bill (Not Greater than 3 months old)  | 8) Latest Telephone Bill (MTNL/ BSNL) (Not Greater than 3 months old)               |
| 9) Banker Verification/ Updated Bank Pass Book (Nationalized Bank). | 10) Rent Agreement Along with Owner's utility bill (Not Greater than 3 months old). |
| <b>Documents Valid For Date of Birth Proof (Any One)</b>            |   |
| 1) Matriculation Certificate/ 10 <sup>th</sup> Mark Sheet           | 2) Pan Card   |
| 3) Passport   |   |
| <b>Education Certificates – Up to highest Qualification</b>         |   |
| 1) 10 <sup>th</sup> (Mark sheet & Certificate).                     | 2) 10 + 2 ( Mark sheet & Certificate )  |
| 3) Graduation all three year Mark sheet & Degree.                   | 4) Post Graduation all mark sheet & Degree.   |
| <b>Previous Employment/Experience Certificates</b>                  |   |
| 1) Relieving Letter   | 2) Experience Certificate   |
| 3) Accepted copy of Resignation                                     | 4) Salary Slip or Salary Certificate.   |
| 5) Appointment Letter   | 6) Copy of Identity Card  |
| <b>Photographs</b>  |   |
| 1) Four Passport Size Photograph.                                   |   |

All documents will be verified against originals, hence please ensure that you carry your original documents on the Joining date.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Annexure - A**

**Employee Name: Abhinav**

**Chaudhary Designation:**

**Executive - HR**

| <b>Particulars</b>                  | <b>Amount (Monthly)</b> |
|-------------------------------------|-------------------------|
| Basic                               | 10300                   |
| HRA                                 | 3844                    |
| Bonus (statutory)                   | 858                     |
| Transport Allowance                 | 0                       |
| Special Allowance                   | 0                       |
| Medical Allowance                   | 0                       |
| <b>Gross Salary</b>                 | <b>15002</b>            |
| Employee,,s PF Contribution         | 1236                    |
| Employee,,s ESIC Contribution       | 113                     |
| <b>Take Home</b>                    | <b>13653</b>            |
| Employer,,s PF Contribution         | 1339                    |
| Employer,,s ESIC Contribution       | 488                     |
| Accidental Insurance/Life Insurance | 171                     |
| <b>Cost To Company (CTC)</b>        | <b>17000</b>            |

\* The above mentioned salary is subject to Income Tax deduction per the prevailing IT rules.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# ml Outsourcing Services Pvt. Ltd.

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

Date: Feb 02, 2021

Akash Mathur,

## SUB: OFFER LETTER

Dear Akash Mathur,

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 17, 2021. 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 17 2021. 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  
R.D. Engineering College  
Duhai, Ghaziabad

Garima Khosla

Talent Acquisition

## ANNEXURE

| Annual/Monthly CTC Akash Mathur         |        |         |
|---|--------|---------|
|   | 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.

Garima Khosla




Agreed and Accepted

Akash Mathur  
Associate Executive



Director  
R.D. Engineering College  
Duha, Ghaziabad

December 12, 2021

AKASH TYAGI,

**Subject - Offer of Appointment**

Dear **AKASH TYAGI,**

Greetings from **SEOCZAR IT SERVICES PVT. LTD.**

With reference to your Performance (During Internship 12.10.2021 – 11.12.2021) and the subsequent interactions, we would like to appoint you as **HR Executive** of **SEOCZAR IT SERVICES PVT. LTD.** with effect from **December 11, 2021** 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 abolition and will, therefore, be deemed cancelled automatically without any notice.



  
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  
Duhra, Ghaziabad

  
SEOCZAR IT SERVICES PVT. LTD.  
HR DEPARTMENT  
Sumit Sharma  
(HR Department)  
SEOCZAR IT SERVICES PVT. LTD.

**SEOCZAR IT SERVICES PVT. LTD.**  
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Mobile : +91 783 875 9114 | Office : 0120 423 8692  
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Address: 1st Floor, A-45, Sector 63 Rd, A-Block,

**Remuneration Details:**

| Salary Annexure  |              |               |              |
|------------------|--------------|---------------|--------------|
| Name             |              | AKASH TYAGI   |              |
| Designation      |              | HR Executive  |              |
| Location         |              | Noida         |              |
| Salary Component | Percentile   | Monthly (INR) | Yearly (INR) |
| Basic Salary     | 40%          | 4,800         | 57,600       |
| HRA              | 20%          | 2,400         | 28,800       |
| Other Allowance  | 40%          | 4,800         | 57,600       |
| Net Pay          |              | 12,000        | 1,44,000     |
| CTC              | <b>Total</b> | 12,000        | 1,44,000     |

We look forward to an enduring relationship. Yours' Sincerely  
 For **SEOCZAR IT SERVICES PVT. LTD.**



*(Signature)*  
 Director  
 R.D. Engineering College  
 Dunari, Ghaziabad

*(Signature)*  
 SEOCZAR IT SERVICES PVT. LTD.  
 HR DEPARTMENT

Sumit Sharma  
 (HR Department)  
 SEOCZAR IT SERVICES PVT. LTD.

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6

# SILEX CHROMATOGRAPHY

"Science we trust"

Date:- 03/05/2021

Akshay Kumar

Dear Akshay Kumar

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 9/MAY/2021. 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 1<sup>st</sup>, 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 Actual, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working
5. 1 annual trip for office staff.

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,

Please confirm your acceptance of this offer by signing and returning this letter by 9/MAY/2021.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any

For silex Chromatography  
Sincere  
Jyoti Aswal-8130 20791  
Manager - Operations

SILEX CHROMATOGRAPHY  
Date: 03-MAY-2021



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

## APPOINTMENT LETTER

Date: 10<sup>th</sup> Feb 2021

Alok Patel

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as "Company"*) as 'CSA' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 24<sup>th</sup> Feb 2021. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

**Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-**

- 1. Compensation-**Your cost to the company (CTC) will be Rs. (189,600) annually.
- 2. Service Conditions-** You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.
- 3. E-Induction-** You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.
- 4. Assignment / Transfer-**Your usual place of work will be Noida. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

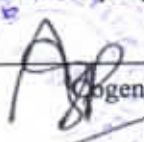
### **5. Duties & Obligation-**

You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any

  
Cogent E Services Limited, C-100, Sector 63 Noida - 201301, India  
Website : [www.cogenteservices.com](http://www.cogenteservices.com)

  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

**6. Code of Conduct-** You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

**7. Dress Code-** Company has adopted "Smart Casual" as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

**8. Working hours-** Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

**9. Leave-** You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

**10. Termination on account fraud, misconduct or ZTP:**

Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company's reputation, then the Company on its own discretion can terminate the services of the employee without notice.

The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.



Director  
R.D. Engineering College  
Duhai, Ghaziabad

**11. Unauthorized Absence-** If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

**12. Resignation / Separation-** When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

**13. Notice Period-** As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

**14. Restrictions for representing Company after end of employment -** You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

**15. Handing over the Company's Property at the time of separation-** In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

**16. Indemnity-** You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

**17. Jurisdiction-** This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

**18. Exclusive Service-** While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

**19. Bank Account & Salary Credit Process-** The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.



Cogent E Services Limited, C-100, Sector 63 Noida - 201301, India

Website : [www.cogenteservices.com](http://www.cogenteservices.com)

Director  
R.D. Engineering College  
Duhai, Ghaziabad

20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

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

Yours truly,

For Cogent E Services Limited



Authorized Signatory



Director  
R.D. Engineering College  
Luzik, Ghaziabad



9

# SILEX CHROMATOGRAPHY

"Science we truss"

Date:- 03/05/2021

Anchal

Dear Anchal

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 9/MAY/2021. 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 1<sup>st</sup>, 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 Actual, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working
5. 1 annual trip for office staff.

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,

Please confirm your acceptance of this offer by signing and returning this letter by 9/MAY/2021.

We are excited to have you join our team! If you have any questions, please feel free to reach join at any

For silex Chromatography  
Sincere  
Jyoti Aswal-813022791  
Manager - Operations

SILEX CHROMATOGRAPHY  
Date: 03-MAY.-2021



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# ml Outsourcing Services Pvt. Ltd.

C-101, Sector-63, Noida-201301, Uttar Pradesh, Phone: 0120 4568202

Date: Feb 02, 2021

Anuj Dhaiya,

## **SUB: OFFER LETTER**

Dear Anuj Dhaiya,

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 17, 2021. 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 17 2021. 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 Anuj Dhaiya          |        |         |
|---|--------|---------|
|   | 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

Anuj Dhaiya

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: 6-April-2021

ARPIT GUPTA

Location: Noida

STRICTLY PRIVATE & CONFIDENTIAL

Dear ARPIT GUPTA,

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 : 14-April-2021  
c. Location of Posting : Noida

The term of your employment shall be valid for period, **14-April-2021** till **14-April-2022**. 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: U74120UP2014PTC066093

# APOGEE Services Pvt. Ltd.

Under the Brand Name **APEX Services™**  
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## 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 **14-April-2021** 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:- \_\_\_\_\_

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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

# APOGEE SERVICES PVT. LTD.

Under the Brand Name

**APEX Services™**

ISO 9001 : 2008 Certified

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Annexure - I

Name : ARPIT GUPTA  
Designation : Supply Chain New Associate  
Date of joining : 14-April-2021

| 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

For APOGEE Services Pvt. Ltd.

Authorized Signatory

Authorised Signatory

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

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# R1.

R1 RCM Global Private Limited  
Candor Gurgaon One Realty Projects Private Limited,  
IT/ITES SEZ, 2nd, 3rd, 4th and 5th Floor, Building No. 1 and 8th Floor, Building No. 2,  
Village Tikri, Sector 48, Gurugram – 122018, Haryana, India  
Tel: +91 124 4686400 | CIN: U74900DL2009PTC187041 | Website: www.r1rcm.com

**STRICTLY PRIVATE AND CONFIDENTIAL**

Doll

May 03, 2021

## APPOINTMENT LETTER

Dear Doll,

**Congratulations!**

**With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at R1 RCM Global Private Limited as Analyst.**

Subject to your accepting this appointment letter, your anticipated start date will be no later than **May 15, 2020**. Your appointment will be effective from the date of joining.

Your Annual Compensation will be **INR ₹285,000.00/-** cost to Company (CTC). Details of the CTC break up are given in Annexure-I provided with this letter.

Your primary work location will be **IND-Tikri-Gurugram** or any work location R1 RCM may ask you to work from time to time as per its discretion.

This appointment is subject to your acceptance Seven days from the date of issuance. Please formally accept this appointment letter within seven (7) days, failing which this offer shall lapse automatically and will stand revoked at the sole discretion of R1 RCM. This offer and your employment with R1 RCM is conditional upon you successfully clearing the background verification process as applicable at R1 RCM.

You will be receiving a joining instruction email confirming the details of your onboarding time, venue details from the R1 RCM Onboarding team before your start date.

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.



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Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

To ensure that you have full understanding of the terms and conditions of your employment at R1 RCM and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to R1 RCM.

Sincerely,

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Doli, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Doli

Date: May 12, 2021

Location: IND-Tikri-Gurugram



  
Director  
R.D. Engineering College  
Duha, Ghaziabad



## TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the "Contract") between Doli and R1 RCM Global Private Limited ("the Company") and will be effective from the commencement of your employment with us.

Further information on R1 RCM policies and procedures are available on the Company intranet site, which shall be deemed binding upon you. R1 RCM reserves the right to review and update its employment policies and procedures as applicable from time to time and your agreement to comply and adhere by them will be deemed accepted.

### Background Verification:

- 1) Your appointment / employment (whilst in service with R1 RCM) is subject to you clearing all the background checks as per the Background Verification process.
- 2) The Company at its sole discretion can authorize subsidiaries or affiliates of R1 RCM and any person or organization acting on its behalf to verify the information provided by you in the course of your job application and employment.
- 3) It is imperative to submit all your credentials, testimonials and required documents **within 15 days of joining**. If the particulars shared by you are found to be incorrect, inaccurate or misleading, your appointment shall be revoked, and your services will be terminated per applicable Company policy.
- 4) Your appointment is subject to medical and/or drug screening test clearance, on your joining or anytime post your joining as part of random screening checks.
- 5) If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be terminated and/or necessary actions would be initiated as per applicable Company policy.
- 6) The management will be within its rights to request an employee to get tested for drug/substance/alcohol abuse/usage during working hours, if the management has a reasonable suspicion of the same. Refusal to the random screening by an employee will be constituted as an act of gross misconduct/ misbehavior.

### Probation Period:

- 1) You will be on probation for a period of six months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
- 2) On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
- 3) In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
- 4) The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.

### Hours of Work:

- 1) R1 operates 24/7 and 365 days a year, so your working hours may involve Day and Night shift and working weekends and public holidays as permitted under applicable laws and company policies.
- 2) Your working hours can be varied at the sole discretion of the Company, you may also be required to work beyond the working hours depending on business exigencies / requirements per the applicable company policy.

### Leaves:

- 1) You will be eligible for leaves as per the Company policy.
- 2) All eligible female employees will be entitled to maternity leaves in-line with the Maternity benefit Act, 1961.



# R1.

## Compensation & Salary Structure:

- 1) Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cess and other applicable withholdings. All tax liabilities arising out of your entire remuneration, package, present or future, shall be borne by you.
- 2) Any amount recoverable/payable from you towards R1 RCM may be adjusted from your monthly salary at the sole discretion of the Company.
- 3) The Company reserves the right to review and change its compensation structure or revise the salary components subject to modification/ change/ discontinuation/ amendment as per the applicable policy/statutory regulations from time to time.

## Increments and Promotions:

- 1) Your performance and contribution to the company will be an important consideration for salary increment and promotions.
- 2) R1 follows the philosophy of Pay for Performance and Promote for Potential depending upon position availability and all promotions will be based on applicable company policy.

## Statutory and Other Benefits:

- 1) You will be eligible for various statutory benefits in accordance with the relevant laws.
- 2) You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached benefits flyer which does not form a part of your contract. These benefits are subject to the applicable policy/plan in force from time to time.

## Transfer & Relocation:

- 1) During your employment with the Company, you will be liable to be transferred to any of the offices, location, departments, or/ business units of the Company or of associate companies/ group companies, weather existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment or unless otherwise specified at the sole discretion of the management.

## Retirement:

- 1) On reaching the age of 60 years, you will retire from the services of the Company. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date of birth for purposes throughout your service with the Company and no changes will be permitted under any circumstances.

## Notice Period:

- 1) Either party can initiate the separation of employment by giving required notice period (refer point below) or payment in lieu of notice thereof. Any deviations from this shall be on the sole discretion of R1 RCM Management.
- 2) Required notice period:
  - o Level 2S Associate I
  - o Notice Period 30 days.

## Separation:

- 1) Upon confirmation of your services with the Company, R1 retains the right to terminate your services without any prior notice/payment in lieu of notice in the event of any act of omission or commission committed by you, which constitutes gross misconduct.
- 2) The Company reserves the right to terminate your employment for any behavior which results in breach of Company policy and/or loss of confidence and/or jeopardizing the interests of the Company and / or involvement in any misconduct and / or any criminal activity and/ or any other reason not enlisted herewith. Termination or any such related action will be taken as per applicable Company policy.
- 3) If your performance is found to be unsatisfactory as per the expectations/ tasks provided, the Company may afford you



# R1.

opportunities to assist and enable you to improve your performance. If your performance does not improve as per the expectations/ tasks provided, Company reserves the right to terminate your employment at any time.

4) At the time of separation of your employment, you need to handover all the Company entrusted documents/ provided assets/ property in an acceptable condition. It is agreed that any damage to Company assets/property and amount due to the Company by you will be adjusted via reverse bank transfer.

5) Your full and final settlements will be initiated only after you have completed all necessary clearances. Only upon settlement of your dues towards R1 RCM, you shall be relieved from your contractual obligations and provided any service certificates thereof.

## **Abandonment of Employment:**

1) Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.

2) In such cases the Company also reserves the right to withhold any service certificates or payments due to you.

## **Dual Employment:**

1) You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.

2) You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.

3) Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

## **Workplace Harassment:**

1) R1 RCM has an Equal Employment Opportunity Policy which employees must follow, at all times.

2) The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.

3) Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

## **Integrity & Confidentiality:**

1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with R1 RCM, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.

3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of R1 RCM and any person or organization acting on behalf such as:

a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.

b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.

c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.





# R1.

**Communication:**

1) That you shall furnish residential address/ mobile or phone number/ email id for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication details already provided you shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that residential address/ mobile or phone number / email id shall be deemed to have been served.

Please sign the duplicate copy of this letter, in token of your acceptance of the above terms and conditions and send it to us within seven (7) days, failing which the offer stands withdrawn without any further reference to you.

If you would like to discuss any details of your conditions of employment do not hesitate to contact the Human Resources team at [career.india@r1rcm.com](mailto:career.india@r1rcm.com).

We welcome you as a member of our team and wish you a successful career with R1 RCM.

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Doli, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Doli

Date: May 15, 2021

Location: IND-Tikri-Gurugram



  
Director  
R.D. Engineering College  
Duha, Ghaziabad

# R1.

## ANNEXURE-I

Name: DollBand: 2S  
Associate I  
Date of Joining: May 15, 2021  
Work Location: IND-Tikri-Gurugram  
Designation: Analyst  
Cost to Company: INR ₹285,000.00

### COMPOSITION – Total Cost to Company

Basic Monthly: INR₹12,000.00  
Basic Annually: INR₹144,000.00  
House Rent Allowance Monthly: INR₹5,723.00  
House Rent Allowance Annually: INR₹68,674.00  
Internet Allowance Monthly: INR₹600.00  
Internet Allowance Annually: INR₹7,200.00  
Advance Statutory Bonus Monthly: INR₹3,000.00  
Advance Statutory Bonus Annually: INR₹36,000.00  
PF Contribution by Employer Monthly: INR₹1,800.00  
PF Contribution by Employer Annually: INR₹21,600.00  
Gratuity Monthly: INR₹577.00  
Gratuity Annually: INR₹6,926.00  
LWF Monthly: INR₹50.00  
LWF Annually: INR₹600.00  
Total Retirals – Employer Contributions Monthly: INR₹2,427.00  
Total Retirals – Employer Contributions Annually: INR₹29,126.00  
Total Cost to Company – Employer Contributions Monthly: INR₹23,750.00  
Total Cost to Company – Employer Contributions Annually: INR₹285,000.00

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

For R1 RCM Global Private Limited,

*Swati*



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

# R1.

**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Doll, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Doll

Date: May 15, 2021

Location: IND-Tikri-Gurugram



A handwritten signature in blue ink, likely belonging to the Director of R.D. Engineering College.

Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

## EXPLANATION OF COMPONENTS

Details of each element of your salary (Total Cost to Company) are provided below: -

### BASIC

Basic component of your salary is driven as a percentage of total cost to company on the basis of your career level. R1 always provides a Basic salary more than the state minimum wage prescribed under the law. Furthermore, Basic component also serves as a driving factor for other allowances mentioned below.

Basic component of your salary is taxable in accordance with tax laws of India and forms part of your take home cash.

### HOUSE RENT ALLOWANCE (HRA)

HRA is a cash allowance provided to assist employee for a rented accommodation. Furthermore, employee can avail tax savings on HRA in accordance with tax laws of India and provided they are living in a rented accommodation.

HRA is driven as a percentage of your Basic salary.

### ADVANCE STATUTORY BONUS

Statutory bonus is payable as a cash allowance in accordance with The Payment of Bonus Act, 1965. This allowance is paid at 20% of basic salary, which is at the maximum defined limit on a range of 8.33% of Basic to 20% of Basic.

### PF CONTRIBUTION BY EMPLOYER

R1 contributes 12% of Basic towards employee's EPF account. These contributions are directly deposited into employee's PF and EPS account along with employee's contribution (12% of Basic) through payroll process and qualifies for tax rebate under Section 80-C of Indian Income Tax act.

### GRATUITY

Gratuity is social security benefit paid by R1 to its employees on leaving services upon successful completion of 4 years 240 days or more. A contribution equivalent to 4.81% of monthly basic is reserved towards this benefit and is paid in accordance with the provisions of The Payment of Gratuity Act, 1972 as a token of gratitude towards associating with the company for long.

### LWF

LWF (Labor Welfare Fund) is a statutory contribution that every working employee will contribute to the applicable state labor welfare board. Wherever applicable, this contribution forms part of the CTC structure and is remitted to labor welfare authorities as per defined timelines.

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.



  
Director  
R.D. Engineering College  
Ghaziabad

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**COGENT**

## APPOINTMENT LETTER

Date: 10<sup>th</sup> Feb 2021

Himanshu

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as "Company"*) as 'CSA' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 24<sup>th</sup> Feb 2021. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

**Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-**

- 1. Compensation-**Your cost to the company (CTC) will be Rs. (189,600) annually.
- 2. Service Conditions-** You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.
- 3. E-Induction-** You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.
- 4. Assignment / Transfer-**Your usual place of work will be Noida. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.

### **5. Duties & Obligation-**

You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any

Cogent E Services Limited, C-100, Sector 63 Noida - 201301, India

Website : [www.cogenteservices.com](http://www.cogenteservices.com)  
R D Engineering College  
Duhai, Ghaziabad



reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

**6. Code of Conduct-** You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

**7. Dress Code-** Company has adopted "Smart Casual" as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

**8. Working hours-** Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

**9. Leave-** You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

**10. Termination on account fraud, misconduct or ZTP:**

Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company's reputation, then the Company on its own discretion can terminate the services of the employee without notice.

The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.



**11. Unauthorized Absence-** If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

**12. Resignation / Separation-** When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

**13. Notice Period-** As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

**14. Restrictions for representing Company after end of employment -** You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

**15. Handing over the Company's Property at the time of separation-** In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

**16. Indemnity-** You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

**17. Jurisdiction-** This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

**18. Exclusive Service-** While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

**19. Bank Account & Salary Credit Process-** The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.



20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

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

Yours truly,

For Cogent E Services Limited



Authorized Signatory



Director  
R.D. Engineering College  
Duhai, Ghaziabad





**RAINET TECHNOLOGY PRIVATE LIMITED**

Address: C-23, 2<sup>nd</sup> floor Sector-63, Noida UP-201301

Http://www.clickncash.in

2<sup>nd</sup> Feb 2021

To,

**Kishlay Kumar**

It is my pleasure to extend the following offer of employment to you on behalf of **Rainet Technology Private Limited**, further to the interview and discussions you have had with us. We hope that you find this offer acceptable. You are expected to join duty on **2<sup>th</sup> February 2021**.

You are appointed to the position of **HR executive**. and in this capacity; **Your yearly CTC will be 1,44,000 INR Salary (One Lakh Forty Four Thousand only)**.

You will be paid CTC emoluments as detailed in Annexure – A & B.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – C. You will receive your payments on or before the **10<sup>th</sup>** of every month.

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 our segment. We assure you of our support for your professional development and growth.

Our offer is contingent upon satisfactory evidence and verification of your credentials.

1. Educational Qualification-(photo copy)
2. Past Experience Letter (-do-)
3. Pay slip (-do-)
4. Passport Size Photo (-do-)S
5. Pan card Photocopy(-do-)

You will need to submit all your qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining. I look forward to an enduring relationship with you.



Director  
R.D. Engineering College  
Ghaziabad

**RAINET TECHNOLOGY PRIVATE LIMITED**

Address: C-23, 2<sup>nd</sup> floor Sector-63, Noida UP-201301

Http://www.clickncash.in

Your Sincerely

NEHA VERMA

HR Manager



**Annexure – A**

Salary structures can be bifurcated as under:

| S.No. | Particulars        | Per Month | Per Annum  |
|-------|--------------------|-----------|------------|
| 1     | Basic Salary       | 9000      | 1,08,000   |
| 2     | HRA                | 1000      | 12000      |
| 3     | Medical Allowances | 1250      | 15000      |
| 4     | Special Allowances | 750       | 9000       |
| 5     | Gross Salary       | 12,000/-  | 1,44,000/- |

\* Variable component of the salary is dependent on the performance of the company and your performance during the year-end review period.

  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



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NetAmbit

Date: 12 Sep 2021

Mr./Ms. Sangeeta Chauhan

Subject: Letter of Offer

Dear Sangeeta Chauhan ,

Thank you for participating in our selection process. With reference to our discussions with you, we are pleased to offer you the position of **Executive - HR in Band 1** of our organization. This position is based at **Noida**.

Your employment shall be governed by the terms and conditions of the organization as may be in force from time to time

**1) Compensation and Benefits**

The annual Cost to Company will be **Rs.204000/-**The salary is subject to Income Tax deduction per the prevailing Income Tax rules.

**2) Joining Process**

Your date of joining will be **21-09-21** We would require **sets of Photocopies** of the documents per **Annexure – B**.

This letter of offer is issued to you based on the representations made by you in your resume and/or other documents and during the interview process. This is issued to you based on the assumption that your qualifications and experience are correct and accurate. It also assumes that your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation & misbehavior.

- This letter is subject to your providing the company with self-attested copies of documents in support of your qualifications/experience and other details provided by you.
- The company may at its absolute discretion conduct background checks on the information provided by you through an authorized third party/or through other means. In case it is found that your qualifications and experience are false/not correct or your conduct in your earlier employments was not appropriate, the company reserves the right to take appropriate civil and/or criminal action which includes but might not be limited to termination of employment.
- If at any time after your date of joining, you absent yourself from your duties without having obtained approval of your reporting manager, you shall be treated as "ABSCONDING" which is treated as negligence and your employment, during probation period, may be terminated and you may be put on hold on this ground itself.



  
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Duhai, Ghaziabad

The detailed letter of appointment outlining all the terms and conditions of the company will be issued to you within 30 days of your joining the organization.

We look forward to welcoming you on board and look forward to a long and mutually rewarding relationship.

Please get in touch with us in case you have any queries.

Thank you & Regards:

Talent Acquisition Team  
Human Resource Department



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Annexure – B

**List of Mandatory Documents**

All candidates for joining have to submit two self-attested photocopies of below mention documents at the time of Joining.

| Joining Document – Check List                                       |   |
|---|---|
| <b>Documents Valid For Photo ID Proof (Any One)</b>                 |   |
| 1) Driving License.   | 2) Passport.  |
| 3) Pan Card.  | 4) Voter's ID Card.   |
| <b>Documents Valid For Address Proof (Any One)</b>                  |   |
| 1) Driving License. (Permanent or Learner )                         | 2) Passport   |
| 3) Ration Card.   | 4) Voter's ID Card.   |
| 5) Domicile Certificate.  | 6) Pan Card Acknowledgement Letter.   |
| 7) Latest Electricity / Water Bill (Not Greater than 3 months old)  | 8) Latest Telephone Bill (MTNL/ BSNL) (Not Greater than 3 months old)               |
| 9) Banker Verification/ Updated Bank Pass Book (Nationalized Bank). | 10) Rent Agreement Along with Owner's utility bill (Not Greater than 3 months old). |
| <b>Documents Valid For Date of Birth Proof (Any One)</b>            |   |
| 1) Matriculation Certificate/ 10 <sup>th</sup> Mark Sheet           | 2) Pan Card   |
| 3) Passport   |   |
| <b>Education Certificates – Up to highest Qualification</b>         |   |
| 1) 10 <sup>th</sup> (Mark sheet & Certificate).                     | 2) 10 + 2 ( Mark sheet & Certificate )  |
| 3) Graduation all three year Mark sheet & Degree.                   | 4) Post Graduation all mark sheet & Degree.   |
| <b>Previous Employment/Experience Certificates</b>                  |   |
| 1) Relieving Letter   | 2) Experience Certificate   |
| 3) Accepted copy of Resignation                                     | 4) Salary Slip or Salary Certificate.   |
| 5) Appointment Letter   | 6) Copy of Identity Card  |
| <b>Photographs</b>  |   |
| 1) Four Passport Size Photograph.                                   |   |

All documents will be verified against originals, hence please ensure that you carry your original documents on the Joining date.\*



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Duhai, Ghaziabad

**Annexure - A**

**Employee Name: Sangeeta**

**Chauhan Designation:**

**Executive - HR**

| Particulars                         | Amount (Monthly) |
|-------------------------------------|------------------|
| Basic                               | 10300            |
| HRA                                 | 3844             |
| Bonus (statutory)                   | 858              |
| Transport Allowance                 | 0                |
| Special Allowance                   | 0                |
| Medical Allowance                   | 0                |
| <b>Gross Salary</b>                 | <b>15002</b>     |
| Employee,,s PF Contribution         | 1236             |
| Employee,,s ESIC Contribution       | 113              |
| <b>Take Home</b>                    | <b>13653</b>     |
| Employer,,s PF Contribution         | 1339             |
| Employer,,s ESIC Contribution       | 488              |
| Accidental Insurance/Life Insurance | 171              |
| <b>Cost To Company (CTC)</b>        | <b>17000</b>     |

\* The above mentioned salary is subject to Income Tax deduction per the prevailing IT rules.



  
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# R1.

R1 RCM Global Private Limited  
Candor Gurgaon One Realty Projects Private Limited,  
IT/ITES SEZ, 2nd, 3rd, 4th and 5th Floor, Building No. 1 and 8th Floor, Building No. 2,  
Village Tikri, Sector 48, Gurugram – 122018, Haryana, India  
Tel: +91 124 4686400 | CIN: U74900DL2009PTC187041 | Website: www.r1rcm.com

**STRICTLY PRIVATE AND CONFIDENTIAL**

Lalita Diwakar

May 03, 2021

**APPOINTMENT LETTER**

Dear Lalita Diwakar,

Congratulations!

**With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at R1 RCM Global Private Limited as Analyst.**

Subject to your accepting this appointment letter, your anticipated start date will be no later than **May 15, 2020**. Your appointment will be effective from the date of joining.

Your Annual Compensation will be **INR₹285,000.00/-** cost to Company (CTC). Details of the CTC break up are given in Annexure-I provided with this letter.

Your primary work location will be **IND-Tikri-Gurugram** or any work location R1 RCM may ask you to work from time to time as per its discretion.

This appointment is subject to your acceptance Seven days from the date of issuance. Please formally accept this appointment letter within seven (7) days, failing which this offer shall lapse automatically and will stand revoked at the sole discretion of R1 RCM. This offer and your employment with R1 RCM is conditional upon you successfully clearing the background verification process as applicable at R1 RCM.

You will be receiving a joining instruction email confirming the details of your onboarding time, venue details from the R1 RCM Onboarding team before your start date.

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.



  
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Engineering College  
Ghaziabad

# R1.

To ensure that you have full understanding of the terms and conditions of your employment at R1 RCM and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to R1 RCM.

Sincerely,

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Lalita Diwakar, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Lalita Diwakar

Date: May 12, 2021

Location: IND-Tikri-Gurugram



Director  
R.D. Engineering College  
Duhai Ghaziabad





## TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the "Contract") between **Lalita Diwakar** and R1 RCM Global Private Limited ("the Company") and will be effective from the commencement of your employment with us.

Further information on R1 RCM policies and procedures are available on the Company intranet site, which shall be deemed binding upon you. R1 RCM reserves the right to review and update its employment policies and procedures as applicable from time to time and your agreement to comply and adhere by them will be deemed accepted.

### Background Verification:

- 1) Your appointment / employment (whilst in service with R1 RCM) is subject to you clearing all the background checks as per the Background Verification process.
- 2) The Company at its sole discretion can authorize subsidiaries or affiliates of R1 RCM and any person or organization acting on its behalf to verify the information provided by you in the course of your job application and employment.
- 3) It is imperative to submit all your credentials, testimonials and required documents **within 15 days of joining**. If the particulars shared by you are found to be incorrect, inaccurate or misleading, your appointment shall be revoked, and your services will be terminated per applicable Company policy.
- 4) Your appointment is subject to medical and/or drug screening test clearance, on your joining or anytime post your joining as part of random screening checks.
- 5) If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be terminated and/or necessary actions would be initiated as per applicable Company policy.
- 6) The management will be within its rights to request an employee to get tested for drug/substance/alcohol abuse/usage during working hours, if the management has a reasonable suspicion of the same. Refusal to the random screening by an employee will be constituted as an act of gross misconduct/ misbehavior.

### Probation Period:

- 1) You will be on probation for a period of six months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
- 2) On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
- 3) In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
- 4) The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.

### Hours of Work:

- 1) R1 operates 24/7 and 365 days a year, so your working hours may involve Day and Night shift and working weekends and public holidays as permitted under applicable laws and company policies.
- 2) Your working hours can be varied at the sole discretion of the Company, you may also be required to work beyond the working hours depending on business exigencies / requirements per the applicable company policy.

### Leaves:

- 1) You will be eligible for leaves as per the Company policy.
- 2) All eligible female employees will be entitled to maternity leaves in-line with the Maternity benefit Act, 1961.



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# R1.

## Compensation & Salary Structure:

- 1) Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cess and other applicable withholdings. All tax liabilities arising out of your entire remuneration, package, present or future, shall be borne by you.
- 2) Any amount recoverable/payable from you towards R1 RCM may be adjusted from your monthly salary at the sole discretion of the Company.
- 3) The Company reserves the right to review and change its compensation structure or revise the salary components subject to modification/ change/ discontinuation/ amendment as per the applicable policy/statutory regulations from time to time.

## Increments and Promotions:

- 1) Your performance and contribution to the company will be an important consideration for salary increment and promotions.
- 2) R1 follows the philosophy of Pay for Performance and Promote for Potential depending upon position availability and all promotions will be based on applicable company policy.

## Statutory and Other Benefits:

- 1) You will be eligible for various statutory benefits in accordance with the relevant laws.
- 2) You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached benefits flyer which does not form a part of your contract. These benefits are subject to the applicable policy/plan in force from time to time.

## Transfer & Relocation:

- 1) During your employment with the Company, you will be liable to be transferred to any of the offices, location, departments, or/ business units of the Company or of associate companies/ group companies, weather existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment or unless otherwise specified at the sole discretion of the management.

## Retirement:

- 1) On reaching the age of 60 years, you will retire from the services of the Company. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date of birth for purposes throughout your service with the Company and no changes will be permitted under any circumstances.

## Notice Period:

- 1) Either party can initiate the separation of employment by giving required notice period (refer point below) or payment in lieu of notice thereof. Any deviations from this shall be on the sole discretion of R1 RCM Management.
- 2) Required notice period:
  - o Level 2S Associate I
  - o Notice Period 30 days.

## Separation:

- 1) Upon confirmation of your services with the Company, R1 retains the right to terminate your services without any prior notice/payment in lieu of notice in the event of any act of omission or commission committed by you, which constitutes gross misconduct.
- 2) The Company reserves the right to terminate your employment for any behavior which results in breach of Company policy and/or loss of confidence and/or jeopardizing the interests of the Company and / or involvement in any misconduct and / or any criminal activity and/ or any other reason not enlisted herewith. Termination or any such related action will be taken as per applicable Company policy.
- 3) If your performance is found to be unsatisfactory as per the expectations/ tasks provided, the Company may afford you



  
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# R1.

opportunities to assist and enable you to improve your performance. If your performance does not improve as per the expectations/ tasks provided, Company reserves the right to terminate your employment at any time.

4) At the time of separation of your employment, you need to handover all the Company entrusted documents/ provided assets/ property in an acceptable condition. It is agreed that any damage to Company assets/property and amount due to the Company by you will be adjusted via reverse bank transfer.

5) Your full and final settlements will be initiated only after you have completed all necessary clearances. Only upon settlement of your dues towards R1 RCM, you shall be relieved from your contractual obligations and provided any service certificates thereof.

## **Abandonment of Employment:**

1) Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.

2) In such cases the Company also reserves the right to withhold any service certificates or payments due to you.

## **Dual Employment:**

1) You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.

2) You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.

3) Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

## **Workplace Harassment:**

1) R1 RCM has an Equal Employment Opportunity Policy which employees must follow, at all times.

2) The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.

3) Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

## **Integrity & Confidentiality:**

1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with R1 RCM, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.

3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of R1 RCM and any person or organization acting on behalf such as:

a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.

b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.

c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.



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R.D. Engineering College  
Duhai, Ghaziabad

# R1.

**Communication:**

1) That you shall furnish residential address/ mobile or phone number/ email id for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication details already provided you shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that residential address/ mobile or phone number / email id shall be deemed to have been served.

Please sign the duplicate copy of this letter, in token of your acceptance of the above terms and conditions and send it to us within seven (7) days, failing which the offer stands withdrawn without any further reference to you.

If you would like to discuss any details of your conditions of employment do not hesitate to contact the Human Resources team at [career.india@r1rcm.com](mailto:career.india@r1rcm.com).

We welcome you as a member of our team and wish you a successful career with R1 RCM.

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Lalita Diwakar, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Lalita Diwakar

Date: May 15, 2021

Location: IND-Tikri-Gurugram



Director  
R.D. Engineering College  
Duhai, Ghaziabad



## ANNEXURE-I

Name: Lalita Diwakar  
Band: 2S Associate I  
Date of Joining: May 15, 2021  
Work Location: IND-Tikri-Gurugram  
Designation: Analyst  
Cost to Company: INR ₹285,000.00

### COMPOSITION – Total Cost to Company

Basic Monthly: INR₹12,000.00  
Basic Annually: INR₹144,000.00  
House Rent Allowance Monthly: INR₹5,723.00  
House Rent Allowance Annually: INR₹68,674.00  
Internet Allowance Monthly: INR₹600.00  
Internet Allowance Annually: INR₹7,200.00  
Advance Statutory Bonus Monthly: INR₹3,000.00  
Advance Statutory Bonus Annually: INR₹36,000.00  
PF Contribution by Employer Monthly: INR₹1,800.00  
PF Contribution by Employer Annually: INR₹21,600.00  
Gratuity Monthly: INR₹577.00  
Gratuity Annually: INR₹6,926.00  
LWF Monthly: INR₹50.00  
LWF Annually: INR₹600.00  
Total Retirals – Employer Contributions Monthly: INR₹2,427.00  
Total Retirals – Employer Contributions Annually: INR₹29,126.00  
Total Cost to Company – Employer Contributions Monthly: INR₹23,750.00  
Total Cost to Company – Employer Contributions Annually: INR₹285,000.00

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

For R1 RCM Global Private Limited,

*Swati*



*Swati*  
Director  
R.D. Engineering College  
Duha7, Ghaziabad

# R1.

**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Lalita Diwakar, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Lalita Diwakar

Date: May 15, 2021

Location: IND-Tikri-Gurugram



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

# R1.

## EXPLANATION OF COMPONENTS

Details of each element of your salary (Total Cost to Company) are provided below: -

### BASIC

Basic component of your salary is driven as a percentage of total cost to company on the basis of your career level. R1 always provides a Basic salary more than the state minimum wage prescribed under the law. Furthermore, Basic component also serves as a driving factor for other allowances mentioned below.

Basic component of your salary is taxable in accordance with tax laws of India and forms part of your take home cash.

### HOUSE RENT ALLOWANCE (HRA)

HRA is a cash allowance provided to assist employee for a rented accommodation. Furthermore, employee can avail tax savings on HRA in accordance with tax laws of India and provided they are living in a rented accommodation.

HRA is driven as a percentage of your Basic salary.

### ADVANCE STATUTORY BONUS

Statutory bonus is payable as a cash allowance in accordance with The Payment of Bonus Act, 1965. This allowance is paid at 20% of basic salary, which is at the maximum defined limit on a range of 8.33% of Basic to 20% of Basic.

### PF CONTRIBUTION BY EMPLOYER

R1 contributes 12% of Basic towards employee's EPF account. These contributions are directly deposited into employee's PF and EPS account along with employee's contribution (12% of Basic) through payroll process and qualifies for tax rebate under Section 80-C of Indian Income Tax act.

### GRATUITY

Gratuity is social security benefit paid by R1 to its employees on leaving services upon successful completion of 4 years 240 days or more. A contribution equivalent to 4.81% of monthly basic is reserved towards this benefit and is paid in accordance with the provisions of The Payment of Gratuity Act, 1972 as a token of gratitude towards associating with the company for long.

### LWF

LWF (Labor Welfare Fund) is a statutory contribution that every working employee will contribute to the applicable state labor welfare board. Wherever applicable, this contribution forms part of the CTC structure and is remitted to labor welfare authorities as per defined timelines.

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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**RAINET TECHNOLOGY PRIVATE LIMITED**

Address: C-23, 2<sup>nd</sup> floor Sector-63, Noida UP-201301

Http://www.clickncash.in

2<sup>nd</sup> Feb 2021

To,

**Mohit Yadav**

It is my pleasure to extend the following offer of employment to you on behalf of **Rainet Technology Private Limited**, further to the interview and discussions you have had with us. We hope that you find this offer acceptable. You are expected to join duty on **2<sup>th</sup> February 2021**.

You are appointed to the position of **HR executive**, and in this capacity; **Your yearly CTC will be 1,44,000 INR Salary (One Lakh Fourty Four Thousand only)**.

You will be paid CTC emoluments as detailed in Annexure – A & B.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – C. You will receive your payments on or before the **10<sup>th</sup>** of every month.

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 our segment. We assure you of our support for your professional development and growth.

Our offer is contingent upon satisfactory evidence and verification of your credentials.

1. Educational Qualification-(photo copy)
2. Past Experience Letter (-do-)
3. Pay slip (-do-)
4. Passport Size Photo (-do-)S
5. Pan card Photocopy(-do-)

You will need to submit all your qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining. I look forward to an enduring relationship with you.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



**RAINET TECHNOLOGY PRIVATE LIMITED**

Address: C-23, 2<sup>nd</sup> floor Sector-63, Noida UP-201301

Http://www.clickncash.in

Your Sincerely  
**NEHA VERMA**  
 HR Manager



**Annexure – A**

Salary structures can be bifurcated as under:

| S.No. | Particulars        | Per Month | Per Annum  |
|-------|--------------------|-----------|------------|
| 1     | Basic Salary       | 9000      | 1,08,000   |
| 2     | HRA                | 1000      | 12000      |
| 3     | Medical Allowances | 1250      | 15000      |
| 4     | Special Allowances | 750       | 9000       |
| 5     | Gross Salary       | 12,000/-  | 1,44,000/- |

\* Variable component of the salary is dependent on the performance of the company and your performance during the year-end review period.



  
 Director  
 R.P. Engineering College  
 Ghaziabad



**RAINET TECHNOLOGY PRIVATE LIMITED**

**Address: C-23, 2<sup>nd</sup> floor Sector-63, Noida UP-201301**

**Http://www.clickncash.in**

**2<sup>nd</sup> Feb 2021**

**To,**

**Mosin Khan**

It is my pleasure to extend the following offer of employment to you on behalf of **Rainet Technology Private Limited**, further to the interview and discussions you have had with us. We hope that you find this offer acceptable. You are expected to join duty on **2<sup>th</sup> February 2021**.

You are appointed to the position of **HR executive**. and in this capacity; **Your yearly CTC will be 1,44,000 INR Salary (One Lakh Fourty Four Thousand only).**

You will be paid CTC emoluments as detailed in Annexure – A & B.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – C. You will receive your payments on or before the **10<sup>th</sup>** of every month.

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 our segment. We assure you of our support for your professional development and growth.

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3. Pay slip (-do-)
4. Passport Size Photo (-do-)S
5. Pan card Photocopy(-do-)

You will need to submit all your qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining. I look forward to an enduring relationship with you.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**RAINET TECHNOLOGY PRIVATE LIMITED**

Address: C-23, 2<sup>nd</sup> floor Sector-63, Noida UP-201301

Http://www.clickncash.in

Your Sincerely

NEHA VERMA

HR Manager



**Annexure – A**

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| 4     | Special Allowances | 750       | 9000       |
| 5     | Gross Salary       | 12,000/-  | 1,44,000/- |

\* Variable component of the salary is dependent on the performance of the company and your performance during the year-end review period.



  
 Director  
 R.D. Engineering College  
 Duha, Ghaziabad

Date: 12-Apr-2021

Name: Naveen Kumar

Appointment Letter

Dear Naveen 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 – 16-Apr-21
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



Director  
R.D. Engineering College  
Durai, 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 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 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             |
| <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

REF: MSSL/ IND. TRG — 21/12

Date: 09.10.2021

Neelam

**SUBJECT: INDUSTRIAL TRAINING**

Dear Neelam,

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. 15.10.2021.

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.

Shakirh  
e President - HRM



  
Director  
R.D. Engineering College  
Duha, Ghaziabad

Regd Office:  
Unit - 705, C Wing, ONE BKC, G Block Bandra  
Kurla Complex, Bandra East  
Mumbai - 400051, Maharashtra, India  
Tel: +91-22-613 54800, Fax: +91-22-613 54801  
CIN No.: U29306MH2020PLC341328

Proud to be part of samvardhana mothareon (g#)



23

Date: May 04, 2021

VKC/MAY/INTC-154

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Nikita Tyagi (Emp. Code: 10012564) was in employment as an Intern at VKC Nuts Pvt. Ltd. from November 16, 2021 — May 15, 2022.

During the employment Nikita Tyagi has closely worked as a part of the EXIM Department. During the said period, he proved to be a hardworking, diligent and sincere employee. He demonstrated good skills and strategy with self-motivated attitude to learn new things.

We wish him all the success in future endeavors.

For VKC Nuts Pvt. Ltd.,

*Akansha*

Akansha Shrivastava  
AVP- Human Resources



*[Signature]*

Director  
R.D. Engineering College  
Duhai, Ghaziabad



**VKC Nuts Pvt. Ltd.**

Corporate Office : 702, Pegasus Tower, Block A, Sector 68, Noida, Uttar Pradesh 201307  
Registered Office : 27, C/C Gandhi Nagar, Jammu Tawi, Jammu & Kashmir 180004

CIN : U31108DL2006PTC151629

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# SACHIN ELECTRICALS PVT. LTD.

Deals in : Installation, Testing & Commissioning

Head Office : 2B/536, Vasundhra, Ghaziabad, Uttar Pradesh-201012

Phone: Head Office: 0120-41556M • E-mail : mandal@sachinelectrical.com • marketing@sachinelectrical.com

## Appointment Letter

Date: -05.01.2021

PRACHI SACHDEVA

Subject- Letter of Appointment as Account Executive

Dear PRACHI SACHDEVA,

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 13.01.2021.



  
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. *Vocice 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 In/ or motion**

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,



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**Acceptance**

| ANNEXURE-A"                        |            |                  |           |
|------------------------------------|------------|------------------|-----------|
| Name : PRACHI SACHDEVA             |            | DOJ: 13 JAN 2021 |           |
| Designation : PRACHI SACHDEVA      |            | Emp Code :7855   |           |
| 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     |
| PI contribution by employee        | 0%         | 0                | 0         |
| ESI contribution by employee       | 0/0        | 0                | 0         |
| Professional Tax (PT)              |            | 0                | 0         |
| Total deductions (PF+ESI+PT)       |            | 0                | 0         |
| NetSalary (Gross-Total deductions) |            | 20000            | 240000    |



  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



Offer Letter

Dear Prashant Sharma,

We are pleased to offer you an appointment as "IT Recruiter". This Offer is valid to join us on or before 3<sup>rd</sup> Aug 2021.

Terms and Conditions:

1. You will be on probation for a period of 3 months from the date of your joining duties. The period of probation can be extended at the sole discretion of the Management. Upon completion of the period of probation and subject to your performance being found satisfactory you will be confirmed in your employment by a letter of confirmation. You would be deemed to be on probation until you received written communication confirming the successful completion of your probationary period. During the period of probation, either party can terminate the contract of employment without giving any reason by giving 1 day notice.
2. Upon confirmation either party can terminate the contract of employment by giving 15 days' notice or Gross Salary in lieu thereof.
3. Your services may also be terminated by the Management without notice or salary in lieu thereof, if in the opinion of the Management you are guilty of insubordination, insolence, gross negligence or dereliction of duty, dishonesty or embezzlement, or of conduct prejudicial to the Company's interest.
4. Your gross salary per annum would be as per the attached Annexure-A.
5. 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.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

6. 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.
7. 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.
8. 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).
9. On the day of joining, please bring the following with you:-
  - a) Copies of all Education Certificates / Mark Sheets as per your C.V.
  - b) Copy of Relieving / Experience Letters from the present (original) & all previous Employers.
  - c) Last 3 months salary slips in (original).
  - d) Copy of Passport.
  - e) Six passport size photographs (Color).
  - f) Copy of Pan Card.
  - g) Tax Certificate/Form 16 of previous employers for the current financial year.
  - h) ID/Address Proof (DL/Pan Card/ Electricity 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 sign below in token of your acceptance of the terms and conditions of this offer letter and return the duplicate copy duly signed by you to us.

Yours Faithfully  
For Stratosphere IT Services Pvt Ltd

  
  
Neeraja  
Manager-HR



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE - A**

|                                     |                   |                    |
|-------------------------------------|-------------------|--------------------|
| Gross Salary(Gross of Tax)          | INR 15,784        | INR 189,408        |
|                                     |                   | <b>Annual(Rs.)</b> |
| Basic                               | INR 7,892         | INR 94,704         |
| HRA                                 | INR 3,157         | INR 37,882         |
| Conveyance Allowance                | INR 1,600         | INR 19,200         |
| Medical Reimbursement against bills | INR 1,000         | INR 12,000         |
| Other Allowances                    | INR 2,135         | INR 25,622         |
|                                     |                   |                    |
| <b>Monthly Gross</b>                | <b>INR 15,784</b> | <b>INR 189,408</b> |
|                                     |                   |                    |
| <b>Less Deductions</b>              |                   |                    |
| PF (Employer Contribution)          | INR 1,515         |                    |
| ESI (Employer Contribution)         | INR 513           |                    |
|                                     |                   |                    |
|                                     |                   |                    |
| <b>Monthly CTC</b>                  | <b>INR 17,812</b> | <b>INR 213,747</b> |
|                                     |                   |                    |
| PF (Employee Contribution)          | INR 1,515         |                    |
| ESI (Employee Contribution)         | INR 118           |                    |
| PT(Professional Tax)                | INR 150           |                    |
|                                     |                   |                    |
| <b>Total Deductions</b>             | <b>INR 1,784</b>  |                    |
|                                     |                   |                    |
| <b>Monthly Take Home</b>            | <b>INR 14,000</b> | <b>INR 168,000</b> |



  
 Director  
 R.D. Engineering College  
 Duhai, Ghaziabad



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**December 12, 2021**

**PRASHANT TYAGI,**

**Subject - Offer of Appointment**

Dear **PRASHANT TYAGI,**

Greetings from **SEOCZAR IT SERVICES PVT. LTD.**

With reference to your Performance (During Internship 12.10.2021 – 11.12.2021) and the subsequent interactions, we would like to appoint you as **HR Executive** of **SEOCZAR IT SERVICES PVT. LTD.** with effect from **December 11, 2021** 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 abolition and will, therefore, be deemed cancelled automatically without any notice.



  
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.**  
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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,



**Remuneration Details:**

| Salary Annexure  |              |                |              |
|------------------|--------------|----------------|--------------|
| Name             |              | PRASHANT TYAGI |              |
| Designation      |              | HR Executive   |              |
| Location         |              | Noida          |              |
| Salary Component | Percentile   | Monthly (INR)  | Yearly (INR) |
| Basic Salary     | 40%          | 4,800          | 57,600       |
| HRA              | 20%          | 2,400          | 28,800       |
| Other Allowance  | 40%          | 4,800          | 57,600       |
| Net Pay          |              | 12,000         | 1,44,000     |
| CTC              | <b>Total</b> | 12,000         | 1,44,000     |

We look forward to an enduring relationship. Yours' Sincerely  
For **SEOCZAR IT SERVICES PVT. LTD.**



  
Director  
R.D. Engineering Coll  
Duhai, Ghaziabad

  
SEOCZAR IT SERVICES PVT. LTD.  
HR DEPARTMENT

Sumit Sharma  
(HR Department)

SEOCZAR IT SERVICES PVT. LTD.

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Address: 1st Floor, A-45, Sector 63 Rd, A-Block,

Date: 12-Apr-2021

Name: Priti

Appointment Letter

Dear Priti

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 – 16-Apr-21**
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

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

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             |
| <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

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NetAmbit

Date: 12 Sep 2021

Mr. / Ms. Punami Nath

Subject: Letter of Offer

Dear Punami Nath ,

Thank you for participating in our selection process. With reference to our discussions with you, we are pleased to offer you the position of **Executive - HR in Band 1** of our organization. This position is based at **Noida**.

Your employment shall be governed by the terms and conditions of the organization as may be in force from time to time

**1) Compensation and Benefits**

The annual Cost to Company will be **Rs.204000/-**The salary is subject to Income Tax deduction per the prevailing Income Tax rules.

**2) Joining Process**

Your date of joining will be **21-09-21** We would require **sets of Photocopies** of the documents per **Annexure - B**.

This letter of offer is issued to you based on the representations made by you in your resume and/or other documents and during the interview process. This is issued to you based on the assumption that your qualifications and experience are correct and accurate. It also assumes that your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation & misbehavior.

- This letter is subject to your providing the company with self-attested copies of documents in support of your qualifications/experience and other details provided by you.
- The company may at its absolute discretion conduct background checks on the information provided by you through an authorized third party/or through other means. In case it is found that your qualifications and experience are false/not correct or your conduct in your earlier employments was not appropriate, the company reserves the right to take appropriate civil and/or criminal action which includes but might not be limited to termination of employment.
- If at any time after your date of joining, you absent yourself from your duties without having obtained approval of your reporting manager, you shall be treated as "ABSCONDING" which is treated as negligence and your employment, during probation period, may be terminated and salary be put on hold on this ground itself.



Director  
R.D. Engineering College  
Duhai, Ghaziabad



The detailed letter of appointment outlining all the terms and conditions of the company will be issued to you within 30 days of your joining the organization.

We look forward to welcoming you on board and look forward to a long and mutually rewarding relationship.

Please get in touch with us in case you have any queries.

Thank you & Regards:

Talent Acquisition Team  
Human Resource Department



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

Annexure – B

**List of Mandatory Documents**

All candidates for joining have to submit two self-attested photocopies of below mention documents at the time of Joining.

| <b>Joining Document – Check List</b>                                |   |
|---|---|
| <b>Documents Valid For Photo ID Proof (Any One)</b>                 |   |
| 1) Driving License.   | 2) Passport.  |
| 3) Pan Card.  | 4) Voter's ID Card.   |
| <b>Documents Valid For Address Proof (Any One)</b>                  |   |
| 1) Driving License. (Permanent or Learner )                         | 2) Passport   |
| 3) Ration Card.   | 4) Voter's ID Card.   |
| 5) Domicile Certificate.  | 6) Pan Card Acknowledgement Letter.   |
| 7) Latest Electricity / Water Bill (Not Greater than 3 months old)  | 8) Latest Telephone Bill (MTNL/ BSNL) (Not Greater than 3 months old)               |
| 9) Banker Verification/ Updated Bank Pass Book (Nationalized Bank). | 10) Rent Agreement Along with Owner's utility bill (Not Greater than 3 months old). |
| <b>Documents Valid For Date of Birth Proof (Any One)</b>            |   |
| 1) Matriculation Certificate/ 10 <sup>th</sup> Mark Sheet           | 2) Pan Card   |
| 3) Passport   |   |
| <b>Education Certificates – Up to highest Qualification</b>         |   |
| 1) 10 <sup>th</sup> (Mark sheet & Certificate).                     | 2) 10 + 2 ( Mark sheet & Certificate )  |
| 3) Graduation all three year Mark sheet & Degree.                   | 4) Post Graduation all mark sheet & Degree.   |
| <b>Previous Employment/Experience Certificates</b>                  |   |
| 1) Relieving Letter   | 2) Experience Certificate   |
| 3) Accepted copy of Resignation                                     | 4) Salary Slip or Salary Certificate.   |
| 5) Appointment Letter   | 6) Copy of Identity Card  |
| <b>Photographs</b>  |   |
| 1) Four Passport Size Photograph.                                   |   |

All documents will be verified against originals, hence please ensure that you carry your original documents on the Joining date.\*



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

**Annexure - A**

**Employee Name: Punami**

**Nath Designation: Executive**

**- HR**

| <b>Particulars</b>                  | <b>Amount (Monthly)</b> |
|-------------------------------------|-------------------------|
| Basic                               | 10300                   |
| HRA                                 | 3844                    |
| Bonus (statutory)                   | 858                     |
| Transport Allowance                 | 0                       |
| Special Allowance                   | 0                       |
| <b>Medical Allowance</b>            | <b>0</b>                |
| <b>Gross Salary</b>                 | <b>15002</b>            |
| Employee,,s PF Contribution         | 1236                    |
| Employee,,s ESIC Contribution       | 113                     |
| <b>Take Home</b>                    | <b>13653</b>            |
| Employer,,s PF Contribution         | 1339                    |
| Employer,,s ESIC Contribution       | 488                     |
| Accidental Insurance/Life Insurance | 171                     |
| <b>Cost To Company (CTC)</b>        | <b>17000</b>            |

\* The above mentioned salary is subject to Income Tax deduction per the prevailing IT rules.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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**December 12, 2021**

**RADHA FULERA,**

**Subject - Offer of Appointment**

Dear **RADHA FULERA,**

Greetings from **SEOCZAR IT SERVICES PVT. LTD.**

With reference to your Performance (During Internship 12.10.2021 – 11.12.2021) and the subsequent interactions, we would like to appoint you as **HR Executive** of **SEOCZAR IT SERVICES PVT. LTD.** with effect from **December 11, 2021** 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 abolition and will, therefore, be deemed cancelled automatically without any notice.



  
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

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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.



  
SEOCZAR IT SERVICES PVT. LTD.  
HR DEPARTMENT

Sumit Sharma  
(HR Department)  
SEOCZAR IT SERVICES PVT. LTD.

**SEOCZAR IT SERVICES PVT. LTD.**  
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Address: 1st Floor, A-45, Sector 63 Rd, A-Block,

**Remuneration Details:**

| Salary Annexure  |              |               |              |
|------------------|--------------|---------------|--------------|
| Name             |              | RADHA FULERA  |              |
| Designation      |              | HR Executive  |              |
| Location         |              | Noida         |              |
| Salary Component | Percentile   | Monthly (INR) | Yearly (INR) |
| Basic Salary     | 40%          | 4,800         | 57,600       |
| HRA              | 20%          | 2,400         | 28,800       |
| Other Allowance  | 40%          | 4,800         | 57,600       |
| Net Pay          |              | 12,000        | 1,44,000     |
| CTC              | <b>Total</b> | 12,000        | 1,44,000     |

We look forward to an enduring relationship. Yours' Sincerely

For **SEOCZAR IT SERVICES PVT. LTD.**



*Sumit Sharma*  
 Director  
 R.D. Engineering College  
 Delhi - 110042

*Sumit Sharma*  
 SEOCZAR IT SERVICES PVT. LTD.  
 HR DEPARTMENT

Sumit Sharma  
 (HR Department)  
 SEOCZAR IT SERVICES PVT. LTD.

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 Address: 1st Floor, A-45, Sector 63 Rd, A-Block,

**December 12, 2021**

**RAMAN TYAGI,**

**Subject - Offer of Appointment**

Dear **RAMAN TYAGI,**

Greetings from **SEOCZAR IT SERVICES PVT. LTD.**

With reference to your Performance (During Internship 12.10.2021 – 11.12.2021) and the subsequent interactions, we would like to appoint you as **HR Executive** of **SEOCZAR IT SERVICES PVT. LTD.** with effect from **December 11, 2021** 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 noticeperiod 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 abolition and will, therefore, be deemed cancelled automatically without any notice.



  
Director  
R.D. Engineering College  
Tutuh, Ghaziabad

  
SEOCZAR IT SERVICES PVT. LTD.  
HR DEPARTMENT

Sumit Sharma  
(HR Department)

SEOCZAR IT SERVICES PVT. LTD.

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**SEOCZAR**  
knock your success

- 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.

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Address: 1st Floor, A-45, Sector 63 Rd, A-Block,





**Remuneration Details:**

| Salary Annexure  |              |               |              |
|------------------|--------------|---------------|--------------|
| Name             |              | RAMAN TYAGI   |              |
| Designation      |              | HR Executive  |              |
| Location         |              | Noida         |              |
| Salary Component | Percentile   | Monthly (INR) | Yearly (INR) |
| Basic Salary     | 40%          | 4,800         | 57,600       |
| HRA              | 20%          | 2,400         | 28,800       |
| Other Allowance  | 40%          | 4,800         | 57,600       |
| Net Pay          |              | 12,000        | 1,44,000     |
| CTC              | <b>Total</b> | 12,000        | 1,44,000     |

We look forward to an enduring relationship. Yours' Sincerely

For **SEOCZAR IT SERVICES PVT. LTD.**



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

  
SEOCZAR IT SERVICES PVT. LTD.  
HR DEPARTMENT

Sumit Sharma  
(HR Department)

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## APPOINTMENT LETTER

Date: 10<sup>th</sup> Feb 2021

Sachin Mishra

We are pleased to appoint you in **Cogent E Services Limited** (*hereafter referred to as "Company"*) as 'CSA' at our organization as per the employment terms and conditions stated below. Please note that the employment terms contained in this letter are subject to Company policy.

Your effective date of appointment is 24<sup>th</sup> Feb 2021. The term of your employment with the Company shall commence on the effective date and shall continue unless this Appointment Letter is terminated by either party in accordance with the terms of separation mentioned in this letter.

**Your employment with us will be governed by certain terms & conditions of employment which are mentioned below-**

- 1. Compensation-**Your cost to the company (CTC) will be Rs. (189,600) annually.
- 2. Service Conditions-** You shall be governed by the rules and regulations and such other practices, systems, procedures, and policies in existence or established by the Company from time to time.
- 3. E-Induction-** You will be a part of the e-induction procedure to make you familiarize with the Company policies and day-to-day working.
- 4. Assignment / Transfer-**Your usual place of work will be Noida. However, during your service with the Company you shall be liable to be posted/ transferred to specific projects, assignments, jobs, etc. in which case you will be required to perform your services at such location, division, department, or branch of the Company as the Company may deem fit.
- 5. Duties & Obligation-**

You must effectively, diligently and to the best of your ability perform all responsibilities and obligations.

You will be in whole time service /employment of the Company and shall not engage directly or indirectly in any other work either part-time or fully.

You shall act loyally and faithfully to the Company and obey the orders or instructions of the management of the Company.

You shall always maintain high standards of secrecy of confidential records, documents and information relating to the business which may be known to you and shall use them always in the best interest of the company. You shall upon end of your services to the company for any

---

Cogent E Services Limited, C-100, Sector 63 Noida - 201301, India

Website : [www.cogenteservices.com](http://www.cogenteservices.com)



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

reason, return all such records in your possession and shall not attempt to retain copies of any data records or information of the Company.

You shall always maintain the Company property in good condition, which may be given to you for official use during your employment and shall return the same to the Company immediately at the end of your services for any reason, failing which the Company reserves the right to recover the cost of the same from you.

**6. Code of Conduct-** You shall always abide by the rules and regulations as per the code of conduct of the Company presently applicable and amended from time to time.

**7. Dress Code-** Company has adopted "Smart Casual" as its Dress Code. Employees irrespective of gender should ensure that they are dressed in a decent wear to appear professional.

**8. Working hours-** Your normal office hours shall be intimated at the time of joining. The Company reserves the right to require you to work outside your normal working hours, if necessary, in furtherance of your duties. Suitable remedies / remuneration will be provided by the company to you in such case.

**9. Leave-** You will be eligible for the benefits of the leave as per the Company policy available on the EMS.

**10. Termination on account fraud, misconduct or ZTP:**

Under exceptional circumstances if comes to the notice of the Company that an employee is not abiding by the prescribed Code of Conduct or is not executing his/her duties and if such action is likely to cause harm to the business or adversely affect the Company's reputation, then the Company on its own discretion can terminate the services of the employee without notice.

The decision of the Company with regards to your termination will be final and legal binding on you. In all such cases, Company shall not be liable to pay any dues and termination letter will be issued.

If at any time in the opinion of the Company an employee is found guilty on any of the grounds mentioned below, the company may terminate the services immediately and has rights to claim the damages caused, if any -

- a. Dishonesty in carrying out duties or deliberate commission of a crime against the Company.
- b. Intentionally or due to negligence, causing the Company to suffer serious damage.
- c. Fraud, theft, or gross malfeasance on the part of the Employee; conduct of any activity which is criminal in nature; conduct or involve in misappropriation of Company assets.
- d. The habitual use of drugs and intoxicants.
- e. Violation of any terms of this letter of Appointment.
- f. Repeated violation by the Employee of any of the written work rules or written policies of the Company.



**11. Unauthorized Absence-** If an employee absents himself /herself without information for more than 3 days or remains absent beyond the period of the originally granted leave or subsequently extended, he/she shall be considered as absconding and company shall not be liable to pay any dues or documents.

**12. Resignation / Separation-** When an employee shows the willingness to pursue work outside the Company, he/she shall submit a written resignation and provide services of minimum 30 days as per the defined notice period. Post the manager's and HR department's approval the employee's exit from the Company will be conducted. In all such cases, Company shall, be liable to pay all dues and relieving & experience letter will be issued.

**13. Notice Period-** As per the Company policy, any employee in the event of resignation due to any reason will be required to serve 30 days' notice period. The Company may, in its sole discretion, terminate the employment on business contingencies, by giving 30 days' notice or salary in lieu thereof.

**14. Restrictions for representing Company after end of employment -** You shall not anywhere at any time after the end of employment with company either personally or through your agents/friends / relatives directly or indirectly represent yourself as being connected in any way with the business of the Company.

**15. Handing over the Company's Property at the time of separation-** In the event of separation for any reason whatsoever, you must return all the Company's property & stationery including identity card, visiting cards, all details, and records of customers as maintained by you, laptop /desktop (if issued), reports, letters, notebooks, programs, proposal and any documents / copies or any confidential information concerning the Company's business. This data may be physical or digital in nature.

**16. Indemnity-** You shall indemnify the Company for all the losses caused to the Company due to negligence, which shall be recovered from you.

**17. Jurisdiction-** This is agreed by both parties (Employees and Company) that only the New Delhi courts shall have the exclusive jurisdiction in respect of any matter, claim, dispute arising out of or in any way, relating to this letter.

**18. Exclusive Service-** While with the Company you will not work for any other Company or person, nor carry any material / service for promotion of any other except the Company.

**19. Bank Account & Salary Credit Process-** The salary will be credited every month in the employee bank account only. No other means of payment will be used for crediting the salary to an employee. In case an employee fails to open his/her bank account within 30 days of joining, the company reserves the right to hold or not to process employee salary for the given month, till such time that the bank account is opened by the employee.



20. Your appointment is based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates or information given by you, the Company retains the right to review or withdraw the appointment.

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

Yours truly,

For Cogent E Services Limited



Authorized Signatory



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R1 RCM Global Private Limited  
Candor Gurgaon One Realty Projects Private Limited,  
IT/ITES SEZ, 2nd, 3rd, 4th and 5th Floor, Building No. 1 and 8th Floor, Building No. 2,  
Village Tikri, Sector 48, Gurugram – 122018, Haryana, India  
Tel: +91 124 4686400 | CIN: U74900DL2009PTC187041 | Website: www.r1rcm.com

**STRICTLY PRIVATE AND CONFIDENTIAL**

**Sagar Kumar**

**May 03, 2021**

**APPOINTMENT LETTER**

**Dear Sagar Kumar,**

**Congratulations!**

**With reference to your application and subsequent interview, we are pleased to extend an offer of employment to you at R1 RCM Global Private Limited as Analyst.**

Subject to your accepting this appointment letter, your anticipated start date will be no later than **May 15, 2020**. Your appointment will be effective from the date of joining.

Your Annual Compensation will be **INR₹285,000.00/-** cost to Company (CTC). Details of the CTC break up are given in Annexure-I provided with this letter.

Your primary work location will be **IND-Tikri-Gurugram** or any work location R1 RCM may ask you to work from time to time as per its discretion.

This appointment is subject to your acceptance Seven days from the date of issuance. Please formally accept this appointment letter within seven (7) days, failing which this offer shall lapse automatically and will stand revoked at the sole discretion of R1 RCM. This offer and your employment with R1 RCM is conditional upon you successfully clearing the background verification process as applicable at R1 RCM.

You will be receiving a joining instruction email confirming the details of your onboarding time, venue details from the R1 RCM Onboarding team before your start date.

The Company reserves the right to amend your date of joining prior to your start date, in-line with business exigencies. Any change to this effect, will be communicated to you vide a revised appointment letter.



  
Director  
Engineering College  
Ghaziabad

# R1.

To ensure that you have full understanding of the terms and conditions of your employment at R1 RCM and the benefits available to you, there are a number of enclosures to this letter which you will need to adhere with during the course of your employment with us.

Please sign the enclosed copy of this letter, terms and conditions, confidentiality and intellectual property protection agreement and any other annexure attached.

We look forward to welcoming you to R1 RCM.

Sincerely,

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Sagar Kumar, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Sagar Kumar

Date: May 12, 2021

Location: IND-Tikri-Gurugram



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## TERMS AND CONDITIONS

This statement of Terms and Conditions forms part of the contract of employment (the "Contract") between **Sagar Kumar** and R1 RCM Global Private Limited ("the Company") and will be effective from the commencement of your employment with us.

Further information on R1 RCM policies and procedures are available on the Company intranet site, which shall be deemed binding upon you. R1 RCM reserves the right to review and update its employment policies and procedures as applicable from time to time and your agreement to comply and adhere by them will be deemed accepted.

### Background Verification:

- 1) Your appointment / employment (whilst in service with R1 RCM) is subject to you clearing all the background checks as per the Background Verification process.
- 2) The Company at its sole discretion can authorize subsidiaries or affiliates of R1 RCM and any person or organization acting on its behalf to verify the information provided by you in the course of your job application and employment.
- 3) It is imperative to submit all your credentials, testimonials and required documents **within 15 days of joining**. If the particulars shared by you are found to be incorrect, inaccurate or misleading, your appointment shall be revoked, and your services will be terminated per applicable Company policy.
- 4) Your appointment is subject to medical and/or drug screening test clearance, on your joining or anytime post your joining as part of random screening checks.
- 5) If the outcome of the medical/drug test is not as per the acceptable norms/standards, your employment shall be terminated and/or necessary actions would be initiated as per applicable Company policy.
- 6) The management will be within its rights to request an employee to get tested for drug/substance/alcohol abuse/usage during working hours, if the management has a reasonable suspicion of the same. Refusal to the random screening by an employee will be constituted as an act of gross misconduct/ misbehavior.

### Probation Period:

- 1) You will be on probation for a period of six months from your date of joining. During this period, you are expected to set your key results/goals in consensus with your Manager.
- 2) On satisfactory completion of your probation, your services will be confirmed in writing. Unless confirmed in writing, you shall continue to remain on probation. There shall be no automatic confirmation in service.
- 3) In case your performance and/or conduct is found unsatisfactory, the Company may in its discretion extend the probation period in writing.
- 4) The Company reserves the right to terminate your services during probation without giving any reason, or any prior notice/payment in lieu of notice.


### Hours of Work:

- 1) R1 operates 24/7 and 365 days a year, so your working hours may involve Day and Night shift and working weekends and public holidays as permitted under applicable laws and company policies.
- 2) Your working hours can be varied at the sole discretion of the Company, you may also be required to work beyond the working hours depending on business exigencies / requirements per the applicable company policy.

### Leaves:

- 1) You will be eligible for leaves as per the Company policy.
- 2) All eligible female employees will be entitled to maternity leaves in-line with the Maternity benefit Act, 1961.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



# R1.

## Compensation & Salary Structure:

- 1) Your salary will be paid on a monthly basis on or around the last working day of each month and is subject to applicable taxes, duties, cess and other applicable withholdings. All tax liabilities arising out of your entire remuneration, package, present or future, shall be borne by you.
- 2) Any amount recoverable/payable from you towards R1 RCM may be adjusted from your monthly salary at the sole discretion of the Company.
- 3) The Company reserves the right to review and change its compensation structure or revise the salary components subject to modification/ change/ discontinuation/ amendment as per the applicable policy/statutory regulations from time to time.

## Increments and Promotions:

- 1) Your performance and contribution to the company will be an important consideration for salary increment and promotions.
- 2) R1 follows the philosophy of Pay for Performance and Promote for Potential depending upon position availability and all promotions will be based on applicable company policy.

## Statutory and Other Benefits:

- 1) You will be eligible for various statutory benefits in accordance with the relevant laws.
- 2) You will also be eligible to participate in the Company's benefits scheme, details of which are set out in the attached benefits flyer which does not form a part of your contract. These benefits are subject to the applicable policy/plan in force from time to time.

## Transfer & Relocation:

- 1) During your employment with the Company, you will be liable to be transferred to any of the offices, location, departments, or/ business units of the Company or of associate companies/ group companies, weather existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment or unless otherwise specified at the sole discretion of the management.

## Retirement:

- 1) On reaching the age of 60 years, you will retire from the services of the Company. Your date of birth as recorded at the time of your appointment with the Company will be considered as the authenticated date of birth for purposes throughout your service with the Company and no changes will be permitted under any circumstances.

## Notice Period:

- 1) Either party can initiate the separation of employment by giving required notice period (refer point below) or payment in lieu of notice thereof. Any deviations from this shall be on the sole discretion of R1 RCM Management.
- 2) Required notice period:
  - o Level 2S Associate I
  - o Notice Period 30 days.

## Separation:

- 1) Upon confirmation of your services with the Company, R1 retains the right to terminate your services without any prior notice/payment in lieu of notice in the event of any act of omission or commission committed by you, which constitutes gross misconduct.
- 2) The Company reserves the right to terminate your employment for any behavior which results in breach of Company policy and/or loss of confidence and/or jeopardizing the interests of the Company and / or involvement in any misconduct and / or any criminal activity and/ or any other reason not enlisted herewith. Termination or any such related action will be taken as per applicable Company policy.
- 3) If your performance is found to be unsatisfactory as per the expectations/ tasks provided, the Company may afford you



# R1.

opportunities to assist and enable you to improve your performance. If your performance does not improve as per the expectations/ tasks provided, Company reserves the right to terminate your employment at any time.

4) At the time of separation of your employment, you need to handover all the Company entrusted documents/ provided assets/ property in an acceptable condition. It is agreed that any damage to Company assets/property and amount due to the Company by you will be adjusted via reverse bank transfer.

5) Your full and final settlements will be initiated only after you have completed all necessary clearances. Only upon settlement of your dues towards R1 RCM, you shall be relieved from your contractual obligations and provided any service certificates thereof.

## **Abandonment of Employment:**

1) Your absence for a period of three days and/ or more days without prior information or approval from your Supervisor and/or HR (including overstay of sanctioned leave duration), shall be treated as Abandonment of service. The Company in such occasion retains the right to terminate your services without any prior notice or payment in lieu of notice in such instance.

2) In such cases the Company also reserves the right to withhold any service certificates or payments due to you.

## **Dual Employment:**

1) You shall not enter into any contract with any third party whether full time or part time during the period of your employment at Company.

2) You will not undertake any other employment, personal business, assume any public or private office or honorary or remunerative except with the prior written permission/ approval of the management. You shall not indulge in any business, trade or a vocation for profit or otherwise during your employment with the Company.

3) Violation of the above shall render you liable for stern action as per applicable Company Policy and / or Law which may include your dismissal/termination from service.

## **Workplace Harassment:**

1) R1 RCM has an Equal Employment Opportunity Policy which employees must follow, at all times.

2) The management has a zero-tolerance on workplace discrimination, harassment, sexual harassment and bullying.

3) Any breach with regards to the same can lead to disciplinary action including termination per the applicable policy.

## **Integrity & Confidentiality:**

1) You will be required to demonstrate highest degree of integrity in the performance of your responsibilities. During the course of your employment with R1 RCM, and at least for a period of one year thereafter, you will not transit, disclose or otherwise use confidential and proprietary information of the Company, its clients, vendors, independent contractors and subcontractors to an authorized or unauthorized person, except as and may be required in the course of your duties in connection with the Company's business without prior consent or confirmation in writing. You will also abide by all confidentiality, safety and security regulations of the Company as may be applicable from time to time.

2) Breach of the above obligation gives cause of action to the Company to proceed with appropriate civil and criminal liabilities, in addition to immediate termination of your services.

3) Personal Data shared by you will be held by the Company for legal, personnel, administrative and / or management purposes and may be shared with authorized subsidiaries or affiliates of R1 RCM and any person or organization acting on behalf such as:

a. Third party vendors who provide services to the Company (benefits provided, record maintenance, health benefits, background verification and payroll administrator), legal counsel, regulatory authorities, auditors, external investigators, authorized government authorities.

b. Your personal identifiable information and sensitive personal data will be located/ stored within the territory of India or US or any other country where the Company will open its branches/ establishment in future, safely with reasonable safeguards to avoid any unauthorized usage/ access of the data.

c. Your further consent to your Personal data and Sensitive personal data will be shared with the concerned authorized government official if the same is sought over a written orders/ communication.



# R1.

**Communication:**

1) That you shall furnish residential address/ mobile or phone number/ email id for communication at the time of joining the organization. Subsequently if in future there is a change in address for communication details already provided you shall intimate the HR Department in writing about the same within 48 hours of such change having taken effect. Any communication sent to you on that residential address/ mobile or phone number / email id shall be deemed to have been served.

Please sign the duplicate copy of this letter, in token of your acceptance of the above terms and conditions and send it to us within seven (7) days, failing which the offer stands withdrawn without any further reference to you.

If you would like to discuss any details of your conditions of employment do not hesitate to contact the Human Resources Team at [career.india@r1rcm.com](mailto:career.india@r1rcm.com).

We welcome you as a member of our team and wish you a successful career with R1 RCM.

For R1 RCM Global Private Limited,



**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Sagar Kumar, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Sagar Kumar

Date: May 15, 2021

Location: IND-Tikri-Gurugram



# R1.

## ANNEXURE-I

Name: Sagar Kumar  
Band: 2S Associate I  
Date of Joining: May 15, 2021  
Work Location: IND-Tikri-Gurugram  
Designation: Analyst  
Cost to Company: INR ₹285,000.00

### COMPOSITION – Total Cost to Company

Basic Monthly: INR₹12,000.00  
Basic Annually: INR₹144,000.00  
House Rent Allowance Monthly: INR₹5,723.00  
House Rent Allowance Annually: INR₹68,674.00  
Internet Allowance Monthly: INR₹600.00  
Internet Allowance Annually: INR₹7,200.00  
Advance Statutory Bonus Monthly: INR₹3,000.00  
Advance Statutory Bonus Annually: INR₹36,000.00  
PF Contribution by Employer Monthly: INR₹1,800.00  
PF Contribution by Employer Annually: INR₹21,600.00  
Gratuity Monthly: INR₹577.00  
Gratuity Annually: INR₹6,926.00  
LWF Monthly: INR₹50.00  
LWF Annually: INR₹600.00  
Total Retirals – Employer Contributions Monthly: INR₹2,427.00  
Total Retirals – Employer Contributions Annually: INR₹29,126.00  
Total Cost to Company – Employer Contributions Monthly: INR₹23,750.00  
Total Cost to Company – Employer Contributions Annually: INR₹285,000.00

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.

For R1 RCM Global Private Limited,

*Swati*



# R1.

**Swati Khandelwal**  
**Senior Vice President – Human Resources**

I, Sagar Kumar, hereby accept the offer of appointment on the terms and conditions set out in this letter of employment.

Employee Signature: Sagar Kumar

Date: May 15, 2021

Location: IND-Tikri-Gurugram



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad



## EXPLANATION OF COMPONENTS

Details of each element of your salary (Total Cost to Company) are provided below: -

### BASIC

Basic component of your salary is driven as a percentage of total cost to company on the basis of your career level. R1 always provides a Basic salary more than the state minimum wage prescribed under the law. Furthermore, Basic component also serves as a driving factor for other allowances mentioned below.

Basic component of your salary is taxable in accordance with tax laws of India and forms part of your take home cash.

### HOUSE RENT ALLOWANCE (HRA)

HRA is a cash allowance provided to assist employee for a rented accommodation. Furthermore, employee can avail tax savings on HRA in accordance with tax laws of India and provided they are living in a rented accommodation.

HRA is driven as a percentage of your Basic salary.

### ADVANCE STATUTORY BONUS

Statutory bonus is payable as a cash allowance in accordance with The Payment of Bonus Act, 1965. This allowance is paid at 20% of basic salary, which is at the maximum defined limit on a range of 8.33% of Basic to 20% of Basic.

### PF CONTRIBUTION BY EMPLOYER

R1 contributes 12% of Basic towards employee's EPF account. These contributions are directly deposited into employee's PF and EPS account along with employee's contribution (12% of Basic) through payroll process and qualifies for tax rebate under Section 80-C of Indian Income Tax act.

### GRATUITY

Gratuity is social security benefit paid by R1 to its employees on leaving services upon successful completion of 4 years 240 days or more. A contribution equivalent to 4.81% of monthly basic is reserved towards this benefit and is paid in accordance with the provisions of The Payment of Gratuity Act, 1972 as a token of gratitude towards associating with the company for long.

### LWF

LWF (Labor Welfare Fund) is a statutory contribution that every working employee will contribute to the applicable state labor welfare board. Wherever applicable, this contribution forms part of the CTC structure and is remitted to labor welfare authorities as per defined timelines.

### Extremely Confidential:

Your compensation is a subject matter of extreme confidentiality. Sharing of your compensation details with anyone other than authorized HR person or your function head is strictly prohibited and falls under zero tolerance policy of the company.



CIN : U31108DL2006PTC151629

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# SACHIN ELECTRICALS PVT. LTD.

Deals in : Installation, Testing & Commissioning

Head Office : 2B/536, Vasundhra, Ghaziabad, Uttar Pradesh-201012

Phone: Head Office: 0120-41556M • E-mail: mandal@sachinelectrical.com • marketing@sachinelectrical.com

## Appointment Letter

Date: - 05.01.2021

SAMBHAV GARG

Subject- Letter of Appointment as Account Executive

Dear SAMBHAV GARG,

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 13.01.2021.



Regd. Office : Plot No. 54A, Kh. No. 51/7, Rajeev Nagar Extension, Village Karala, **Delhi-110081**  
E-mail : [Info@sachinelectrical.com](mailto:Info@sachinelectrical.com) Website : [www.sachinelectrical.com](http://www.sachinelectrical.com)

Director  
R.D. Engineering College  
Duha, 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  
Duha, 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 o/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 In/or motion**

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 : **SAMBHAV GARG**

DOJ: 13 JAN 2021

Designation : **SAMBHAV GARG**

Emp Code :5896

**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         |
| NetSalary (Gross-Total deductions) |            | 20000     | 240000    |



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

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## Offer Letter

Dear Shalini Kushwaha,

We are pleased to offer you an appointment as "IT Recruiter". This Offer is valid to join us on or before 3<sup>rd</sup> Aug 2021.

### Terms and Conditions:

1. You will be on probation for a period of 3 months from the date of your joining duties. The period of probation can be extended at the sole discretion of the Management. Upon completion of the period of probation and subject to your performance being found satisfactory you will be confirmed in your employment by a letter of confirmation. You would be deemed to be on probation until you received written communication confirming the successful completion of your probationary period. During the period of probation, either party can terminate the contract of employment without giving any reason by giving 1 day notice.
2. Upon confirmation either party can terminate the contract of employment by giving 15 days' notice or Gross Salary in lieu thereof.
3. Your services may also be terminated by the Management without notice or salary in lieu thereof, if in the opinion of the Management you are guilty of insubordination, insolence, gross negligence or dereliction of duty, dishonesty or embezzlement, or of conduct prejudicial to the Company's interest.
4. Your gross salary per annum would be as per the attached Annexure-A.
5. 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.



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

6. 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.
7. 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.
8. 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).
9. On the day of joining, please bring the following with you:-
  - a) Copies of all Education Certificates / Mark Sheets as per your C.V.
  - b) Copy of Relieving / Experience Letters from the present (original) & all previous Employers.
  - c) Last 3 months salary slips in (original).
  - d) Copy of Passport.
  - e) Six passport size photographs (Color).
  - f) Copy of Pan Card.
  - g) Tax Certificate/Form 16 of previous employers for the current financial year.
  - h) ID/Address Proof (DL/Pan Card/ Electricity 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 sign below in token of your acceptance of the terms and conditions of this offer letter and return the duplicate copy duly signed by you to us.

Yours Faithfully  
For **Stratosphere IT Services Pvt Ltd**

  
  
**Neeraja**  
Manager-HR

  
**R.D. Engineering College**

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

**ANNEXURE – A**

|                                     |                   |                    |
|-------------------------------------|-------------------|--------------------|
| Gross Salary(Gross of Tax)          | INR 15,784        | INR 189,408        |
|                                     |                   | <b>Annual(Rs.)</b> |
| Basic                               | INR 7,892         | INR 94,704         |
| HRA                                 | INR 3,157         | INR 37,882         |
| Conveyance Allowance                | INR 1,600         | INR 19,200         |
| Medical Reimbursement against bills | INR 1,000         | INR 12,000         |
| Other Allowances                    | INR 2,135         | INR 25,622         |
|                                     |                   |                    |
| <b>Monthly Gross</b>                | <b>INR 15,784</b> | <b>INR 189,408</b> |
|                                     |                   |                    |
| <b><u>Less Deductions</u></b>       |                   |                    |
| PF (Employer Contribution)          | INR 1,515         |                    |
| ESI (Employer Contribution)         | INR 513           |                    |
|                                     |                   |                    |
|                                     |                   |                    |
| <b>Monthly CTC</b>                  | <b>INR 17,812</b> | <b>INR 213,747</b> |
|                                     |                   |                    |
| PF (Employee Contribution)          | INR 1,515         |                    |
| ESI (Employee Contribution)         | INR 118           |                    |
| PT(Professional Tax)                | INR 150           |                    |
|                                     |                   |                    |
| <b>Total Deductions</b>             | <b>INR 1,784</b>  |                    |
|                                     |                   |                    |
| <b>Monthly Take Home</b>            | <b>INR 14,000</b> | <b>INR 168,000</b> |



  
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CIN : U31108DL2006PTC151629

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# SACHIN ELECTRICALS PVT. LTD.

Deals in : Installation, Testing & Commissioning

Head Office : 2B/536, Vasundhra, Ghaziabad, Uttar Pradesh-201012

Phone: Head Office: 0120-41556M • E-ma// : mandal@sachinelectrical.com • marketing@sachinelectrical.com

## Appointment Letter

Date: - 05.01.2021

SHASHANK KANSAL

Subject- Letter of Appointment as Account Executive

Dear SHASHANK KANSAL,

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 13.01.2021.



Regd. Office : Plot No. 54A, Kh. No. 51/7, Rajeev Nagar Extension, Village Karala, Delhi-110081  
E-mail : info@sachinelectrical.com Website : www.sachinelectrical.com

  
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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.



  
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**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 In/ or motion**

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  
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Duhai, Ghaziabad



| ANNEXURE-A"                        |            |                  |           |
|------------------------------------|------------|------------------|-----------|
| Name : SHASHANK KANSAL             |            | DOJ: 13 JAN 2021 |           |
| Designation : SHASHANK             |            | Emp Code :5584   |           |
| 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     |
| PI 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         |
| NetSalary (Gross-Total deductions) |            | 20000            | 240000    |



  
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**Motherson Sumi Wiring India Ltd.**

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Tel: +91-120-675 2100, 675 2278, Fax: +91-120-252 1866, 252 1966, Website: www.mswil.motherson.com

REF: MSSSL/ IND. TRG — 21/25

Date: 09.10.2021

Shivam Kumar

**SUBJECT: INDUSTRIAL TRAINING**

Dear Shivam Kumar,

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. 15.10.2021.

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.

Shsakilh  
e President - HRM



Regd Office:  
Unit - 705, C Wing, ONE BKC, G Block Bandra  
Kuria Complex, Bandra East  
Mumbai - 400051, Maharashtra, India  
Tel: +91-22-613 54800, Fax: +91-22-613 54801  
CIN No.: U29306MH2020PLC341326

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Date: May 04, 2021

VKC/MAY/INTC-154

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Shivani Chaudhary (Emp. Code: 10012564) was in employment as an Intern at VKC Nuts Pvt. Ltd. from November 16, 2021 — May 15, 2022.

During the employment Shivani Chaudhary has closely worked as a part of the EXIM Department. During the said period, he proved to be a hardworking, diligent and sincere employee. He demonstrated good skills and strategy with self-motivated attitude to learn new things.

We wish him all the success in future endeavors.

For VKC Nuts Pvt. Ltd.,

*Akansha*

Akansha Shrivastava  
AVP- Human Resources



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## Offer Letter

Dear Shubhankar Sharma,

We are pleased to offer you an appointment as "IT Recruiter". This Offer is valid to join us on or before 3<sup>rd</sup> Aug 2021.

### Terms and Conditions:

1. You will be on probation for a period of 3 months from the date of your joining duties. The period of probation can be extended at the sole discretion of the Management. Upon completion of the period of probation and subject to your performance being found satisfactory you will be confirmed in your employment by a letter of confirmation. You would be deemed to be on probation until you received written communication confirming the successful completion of your probationary period. During the period of probation, either party can terminate the contract of employment without giving any reason by giving 1 day notice.
2. Upon confirmation either party can terminate the contract of employment by giving 15 days' notice or Gross Salary in lieu thereof.
3. Your services may also be terminated by the Management without notice or salary in lieu thereof, if in the opinion of the Management you are guilty of insubordination, insolence, gross negligence or dereliction of duty, dishonesty or embezzlement, or of conduct prejudicial to the Company's interest.
4. Your gross salary per annum would be as per the attached Annexure-A.
5. 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.



  
Director  
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Duhai, Ghaziabad

6. 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.
7. 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.
8. 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).
9. On the day of joining, please bring the following with you:-
  - a) Copies of all Education Certificates / Mark Sheets as per your C.V.
  - b) Copy of Relieving / Experience Letters from the present (original) & all previous Employers.
  - c) Last 3 months salary slips in (original).
  - d) Copy of Passport.
  - e) Six passport size photographs (Color).
  - f) Copy of Pan Card.
  - g) Tax Certificate/Form 16 of previous employers for the current financial year.
  - h) ID/Address Proof (DL/Pan Card/ Electricity 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 sign below in token of your acceptance of the terms and conditions of this offer letter and return the duplicate copy duly signed by you to us.

Yours Faithfully  
For **Stratosphere IT Services Pvt Ltd**



**Neeraja**  
Manager-HR



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad

**ANNEXURE – A**

|                                     |                   |                    |
|-------------------------------------|-------------------|--------------------|
| Gross Salary(Gross of Tax)          | INR 15,784        | INR 189,408        |
|                                     |                   | <b>Annual(Rs.)</b> |
| Basic                               | INR 7,892         | INR 94,704         |
| HRA                                 | INR 3,157         | INR 37,882         |
| Conveyance Allowance                | INR 1,600         | INR 19,200         |
| Medical Reimbursement against bills | INR 1,000         | INR 12,000         |
| Other Allowances                    | INR 2,135         | INR 25,622         |
|                                     |                   |                    |
| <b>Monthly Gross</b>                | <b>INR 15,784</b> | <b>INR 189,408</b> |
|                                     |                   |                    |
| <b>Less Deductions</b>              |                   |                    |
| PF (Employer Contribution)          | INR 1,515         |                    |
| ESI (Employre Contribution)         | INR 513           |                    |
|                                     |                   |                    |
|                                     |                   |                    |
| <b>Monthly CTC</b>                  | <b>INR 17,812</b> | <b>INR 213,747</b> |
|                                     |                   |                    |
| PF (Employee Contribution)          | INR 1,515         |                    |
| ESI (Employee Contribution)         | INR 118           |                    |
| PT(Professional Tax)                | INR 150           |                    |
|                                     |                   |                    |
| <b>Total Deductions</b>             | <b>INR 1,784</b>  |                    |
|                                     |                   |                    |
| <b>Monthly Take Home</b>            | <b>INR 14,000</b> | <b>INR 168,000</b> |



  
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**Motherson Sumi Wiring India Ltd.**

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Tel: +91-120-675 2100, 675 2278, Fax: +91-120-252 1866, 252 1966, Website: www.mswil.motherson.com

REF: MSSL/ IND. TRG — 21/18

Date: 09.10.2021

Sonam

**SUBJECT: INDUSTRIAL TRAINING**

Dear Sonam,

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. 15.10.2021.

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.

Shsakiilh

HRM



Regd Office:  
Unit - 705, C Wing, ONE BKC, G Block Bandra  
Kurla Complex, Bandra East  
Mumbai - 400051, Maharashtra, India  
Tel: +91-22-613 54800, Fax: +91-22-613 54801  
CIN No.: U29306MH2020PLC341326

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Director  
R.D. Engineering College  
Duhai, Ghaziabad



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# SILEX CHROMATOGRAPHY

"Science we truss"

Date:- 03/05/2021

Soniya Singh

Dear Soniya Singh

We are pleased to offer you the full-time position of Executive - Inside Sales at SILEX CHROMATOGRAPHY, Vasundhara with a start date of 9/MAY/2021. 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 1<sup>st</sup> , 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 Actual, National Holidays -10)
4. After the 3-4 Months of the Probationary Period, your salary will be revised as per your working
5. 1 annual trip for office staff.

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,

Please confirm your acceptance of this offer by signing and returning this letter by 9/MAY/2021.

We are excited to have you join our team! If you have any questions, please feel free to reach join at any

For silex Chromatography  
Sincere  
Jyoti Aswal-8130 22791  
Manager - Operations



SILEX CHROMATOGRAPHY  
Date: 03-MAY.-2021



  
Director  
R.D. Engineering College  
Duhai, Ghaziabad





**Mother'son Sumi Wiring India Ltd.**

Head Office: C-14 A & B, Sector 1, Noida - 201301, Distt: Gautam Budh Nagar, U.P., India  
Tel: +91-120-675 2100, 675 2278, Fax: +91-120-252 1866, 252 1966, Website: [www.mswil.motherson.com](http://www.mswil.motherson.com)

REF: MSSL/ IND. TRG — 21/89

Date: 09.10.2021

Vaishali

**SUBJECT: INDUSTRIAL TRAINING**

Dear Vaishali,

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. 15.10.2021.

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 Mother'son Sumi Wiring India Ltd.

Shsakilth  
e President - HRM



Regd Office:  
Unit - 705, C Wing, ONE BKC, G Block Bandra  
Kurla Complex, Bandra East  
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