



**Placement Details of**  
**2017-2018**

**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

# PLACEMENTS

## 2017

DOC201701030001



**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

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## Centre for Leadership & Development

### Placement Policy and Rules

*RNBGU stands committed to assist the students in getting placed in the reputed organizations. In order to offer fair placement opportunities to all the students and to provide professional services to industry, the Center for Leadership Development (CLD), has formulated placement rules that would be applicable to all the students seeking placement assistance.*

#### **Purpose:**

Campus placement is a facility provided by the Center for Leadership Development (CLD) for the students of RNB Global University. Registration for the same (Campus Placement Process) is not mandatory for all the student however, only registered students would be allowed to appear in the placement process. The CLD ensures that –

1. Maximum number of students get on-campus placement.
2. Deserving candidates can have the opportunity to start their career with their preferred company.

#### **Eligibility and General Guidelines:**

1. All full-time final and pre-final year post graduate students are eligible to participate in the recruitment process provided that they have successfully completed the semester examinations/course and their conduct at the University has been satisfactory throughout the course.
2. To be eligible to participate in the campus recruitment process, students must fulfil the required nomination and registration process.
3. Students not interested in placements are requested not to register for placements and will have to submit an undertaking duly signed by their parents at the beginning of the IV semester.
4. CLD is a facilitator and shall assist the students in summer internship and final placement activities. It does not guarantee jobs / placements. Applying for a company or joining it would be the responsibility and decision of the students.



5. One should apply to an organization only if he/she is eligible and interested in taking up a job at the organization and the location mentioned by them.
6. The students would be given number of options to appear for the campus interview. CLD would be disclosing all the required details about the companies/organizations for the students to apply. A student is required to select and fill in the names of the companies, where s/he would like to apply, in the Registration Form. If the student does not apply or is not selected for whatever reasons the University would not be responsible for the same. There would be no restriction on the number of companies a student can apply from the list provided by the CLD hence, the students are advised to apply in as many companies as they want so that they can get the maximum benefit of the placement process.
7. List of companies would be provided by CLD at the time of registration; however, in case more than two or three companies do not participate in the placement process then the University would try to substitute them with some other companies.
8. Once the final list has been sent to the organization, the students cannot back out from the option. They are also expected to visit the company website before applying for a particular organization.
9. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. on the notice boards of CLD Office/and website/or email and must respond within the stipulated time period. No individual communication would be done with the students.
10. Students can also put up their queries / suggestions by writing an e-mail to the CLD, mentioning their Roll No. / Registration ID or meet them in person
11. Students must submit their Resume/documents/application within the deadline announced by the University. Late submissions will not be entertained
12. It is the responsibility of the students to ensure timely submission of latest photographs, updated resume in the standard format (provided by CLD), certificates, mark sheets and testimonials, whenever required.
13. Students are advised to keep a placement file ready with them containing 5-6 copies of all the above documents. This file is required to be carried along with the Identity card at the time of GD / PI / aptitude test for placements.



14. In case of any discrepancy or amendments in resume, students must inform the CLD by submitting a hard copy of amended resume and also submit a soft copy to the department.
15. At the time of appearing for interviews, students MUST carry copies of the Resume which was forwarded to the company through the University.
16. All sessions (guest lectures, seminars, workshops, industrial trips, etc.) are an important part of the curriculum, an extension of the class room learning and have a direct bearing on the placements. The attendance in these sessions would be monitored and students who fail to attend these sessions may avail lesser options than others.
17. Attendance in activities such as mock interview / GD /PI and other skill based assessments is compulsory. These are being conducted for assessing and providing feedback on improving the employability skills of the students.
18. The University adheres to one student, one job-acceptance policy. The students will be eligible to get only one offer from the company in respect of summer internship/final placement through the University. However, for students who have accepted a job offer by a company offering a CTC below **2.2 lakhs per annum**, there is an exception. Such students would be given a chance to reapply for the recruitment process on case to case basis; although the CLD does guarantee to provide the same.
19. It would be mandatory for the student who applies and gets shortlisted; to go through the entire selection process unless rejected midway by the company. Any student who withdraws his/her candidature deliberately in the midst of a selection process, without any substantial reason, will be disallowed from the recruitment process for the rest of the academic year.
20. Students not appearing for the interview on the planned date would not get second chance to appear for the interview of that particular company except in some emergency cases.
21. Students may be required to go to the companies' office or venue for the purpose of summer internship/final placement as decided by the company.
22. Shortlisted candidates will have to bear the expenses for the journey/travel for the placement procedure.
23. Communication with the firms which are visiting the campus (for ST/ FP or any other related activity) shall be strictly through University representative only. If any student is found contacting the recruiting company at his own discretion, he/she will be debarred from the recruitment process of the University.



24. Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, bond details etc. with the companies. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk.
25. Any student who has received Pre-placement offer/s from the firms (during their summer internship / off campus interviews), should intimate the same to the department within a week of receiving offer letter
26. Students interested in a particular company are required to attend its pre-placement talk. Only students who have attended the pre-placement talk will be eligible to apply for that company.
27. Students are encouraged to clarify their doubts with the HR's during the Pre-placement talk only.
28. On receipt of a job offer from the company (through the University) the shortlisting of students by the CLD would be done considering the following factors:
  - i. Student's academic Record.(10th ,12,Graduation & PGDM)
  - ii. Area of Major specialization
  - iii. Participation in Pre- Placement activities
  - iv. Interest of the student in the job offer.
  - v. It would largely depend upon the policy/approval from the company offering placement.
29. After having accepted a job offer, if a student does not wish to join the company due to genuine reasons such as pursuing higher studies, then the student is bound to inform the University and abide by the agreements/bonds they enter into with the company.
30. If a student does not join the company even after expressing willingness in writing, S/he will be disallowed from the placements for the rest of the academic year.
31. If a student has more than one offer than at a given time he/she has right of selecting company of his/her choice.
32. Any student who has applied or secured job directly is advised to inform CLD regarding their selection and voluntarily withdraw his/her candidature from placements for the benefit of the other students.



33. The University would allow the students to join the companies in their last semester, as a Project Semester. The students will have to apply for the project semester as per the application given in this document, and will have to comply with the rules of Project semester as amended from time to time by the University.

#### **Student Code of Conduct**

1. Students need to be formally dressed in all placement activities, interviews in campus or off campus. Students not professionally dressed would not be permitted to appear in the interview process.
2. Dress Code for the students in all placement related activities including interviews, GD, seminars, guest lectures and industrial trips, etc. is as follows:
  - a. Boys: Corporate Suit, Necktie, Light coloured plain or white shirt, dark coloured trousers, Blazers.
  - b. Girls: Corporate Suit, Necktie, Light coloured or White shirt, Trousers, Blazer
3. Students must carry their I-cards at all times during interviews & screening tests. No one will be allowed to enter the test/interview venue without the I-card.
4. Attendance of shortlisted/eligible students in placement drives is mandatory.
5. Students involved in any indisciplinary activity or malpractices during the selection process (Test/GD/Interview) will be disallowed/debarred/blacklisted from the placement/recruitment process for the rest of the academic year.
6. Students giving wrong data/information he/she will be debarred/blacklisted from the placement activities for the rest of the academic year.
7. Any kind of misbehaviour/complaints reported by the company officials/faculty /staff/volunteers will be taken seriously & those involved will be debarred/ blacklisted from future campus placements.
8. In case of any misconduct or non-adherence to the above by student/s the University reserves the right to withdraw placement assistance to the concerned student/s without any notice and as deemed appropriate.

The above policy and rules regarding placement process is subject to change (which is the discretion of CLD) and shall be notified to the students when amended. In case of any matter not covered above, the decision of Convener, CLD shall be final.



List of Companies

Please check the list of companies in Annexure I



**Centre for Leadership & Development**

**Summer Internship/Placement Registration Form**

Registration No.			
Name of the Student			
Program			
Semester		Year	
Enrollment No.			
Date of Birth		Gender	
Postal Address			
E mail		Mobile No.	

**Areas of Interest:**


S. No.	Job Id	Company Name	Position Applied	Preference of Location (State/City)

\*In case of more companies attach a separate sheet.

**Any other information you would like to share:**






**RNB**

GLOBAL UNIVERSITY

Educating stars for tomorrow

Declaration:

I, \_\_\_\_\_ S/o, D/o \_\_\_\_\_ residing at \_\_\_\_\_ studying in MBA at RNB Global University, with enrolment no \_\_\_\_\_, do hereby undertake the following:

1. I have read and understood the terms and conditions of placement policy laid down by the University to provide placement assistance.
2. I will abide by the rules and regulations laid down by the University for on-campus Recruitment Process failing which I will be debarred from the on-campus recruitment process and will not have/make any claim on the University in this regard.
3. I am aware of the one student, one job-acceptance policy of the University. Thus, after accepting a job, I will automatically not be allowed to participate in any further recruitment process.
4. I am aware that the University is facilitating companies for placement drive and has provided a list of companies, out of which I'll have to opt for the companies where I would like to apply. I understand that it is my responsibility to apply and perform to the best of my abilities to be eligible for job offer. In case I don't apply or don't get selected for whatever reasons, the University would not be liable for it.
5. I have read and understood the University Placement Policy and understand that it is subject to change/ revision from time to time which are the discretion of CLD.
6. I have informed my parents and they are also aware of the terms and conditions of the University Placement Policy.

Name of the Student-

Signature-



I \_\_\_\_\_ father of \_\_\_\_\_ hereby undertake that I have understood the terms and conditions of the placement policy and that this decision of my ward has my consent.

Signature-

Name-

Dated-



**UNDERTAKING BY STUDENTS FOR EXEMPTION FROM PLACEMENT ASSISTANCE**

I, \_\_\_\_\_ S/o, D/o \_\_\_\_\_ residing at \_\_\_\_\_ studying in MBA at RNB Global University, with enrolment no \_\_\_\_\_, do not require any placement assistance. I hereby undertake that:

1. I am not interested in participating in any placement opportunity/assistance (on campus / off campus/ online / offline) provided by the University.
2. I am not interested in any industrial exposure (industrial visits / interactions / projects / PDP etc.) arranged by the University or any guest lecture/ seminar/ workshop being organized by the University in this regard.
3. I understand that this is my personal decision and shall be responsible for it and would have no claim on the University regarding this. Further the University would not be responsible whatsoever the condition.
4. I am also aware that I will not be able to change my option (of not taking the placement assistance) throughout the program.
5. I have informed my parents and they are also aware of my decision and have given their consent to it.

**Name of the Student-**

**Program-**

**Enrolment No-**

**Signature-**

I \_\_\_\_\_ father of \_\_\_\_\_ hereby undertake that I have understood the terms and conditions of being exempted from the placement assistance and that this decision of my ward has my consent.

**Signature-**

**Dated-**



**APPLICATION FOR PROJECT SEMESTER**

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

To,  
The Registrar  
RNB Global University  
RNB Global City, Ganganagar Road,  
Bikaner.

Respected Sir,

**Ref** : Enrollment No. \_\_\_\_\_

**Subject** : Change of Semester IV to Project Semester

I, \_\_\_\_\_ S/o, D/o \_\_\_\_\_ resident at \_\_\_\_\_ studying in MBA at RNB Global University, with enrolment no \_\_\_\_\_, have got selected in \_\_\_\_\_ and hence request you to kindly change my IV semester to the Project Semester. I undertake the following that:

1. Taking project semester is my choice and I have understood the complete requirements for the same.
2. I shall submit my project reports at appropriate time for each subject as per the course scheme of MBA, required for fulfilment of MBA Degree program, on or before the last date of submission as decided by the University.
3. I understand that I would be evaluated on the basis of the report submitted and viva, whenever scheduled, as per the University guidelines and orders.
4. Being in \_\_\_\_\_ (organization) is my personal decision. I understand that in case, I leave the job early for whatsoever reason, I am still required to complete the reports and submit them at the desired time and attend the viva as scheduled by the University. The University would not be responsible whatsoever the reason/condition would be there for leaving my job.
5. I understand that by accepting this offer I would not be the part of any further placement drives of RNB Global University and would try to gain maximum from the job I have accepted.
6. I have checked with my company that they would guide me to complete my project report in their company and would also allow/sanction my leaves during the examination. In case the

organization would not provide any leave because of any circumstances, it would be my whole sole responsibility to appear for the examinations as per the University rules and regulations.

7. My parents are well aware of the decision and they have countersigned this application understanding the terms and conditions for this change.

Seeking your co-operation

Regards

Name of Student-

Program-

Enrolment No.-

I \_\_\_\_\_ father of \_\_\_\_\_ hereby undertake that I have understood the full terms and conditions of the Project semester and that this decision has my consent.

Signature-

Dated-





To,

Ms. Ajoshweta Periwal

24th January, 2018

Subject: Pre-Placement Offer Letter

Dear Ajoshweta ,

Further to the interview and discussions you have had with us, we are pleased to send you a Pre-Placement Offer for the position of Management Trainee.

The compensation break-up shall be as follows:

Total Offer: INR 3.1Lacs per annum +Variable Pay (Performance Based Incentives). The detailed annexure of the same would be included in the Appointment Letter.

You will be required to join on or before 1<sup>st</sup> February 2018, unless the date is extended and communicated to you in writing.

Best Regards

Team HR

ICE Creative Excellence Pvt. Ltd





Ref No. C-108083

29-January-2018

**Apeksha Modi**

C-73A, Sadul Gang, Bikaner, Rajasthan,

Pin Code- 334001

Dear Apeksha,

**Sub : Offer letter for the position of Executive - Sales - Relationship Manager**

This has reference to your application and subsequent interview you had with us, we are pleased to offer you the position of Executive.

Your CTC would be Rs.180,000.00/- p.a. For CTC breakup and additional benefits, please go through the Annexure 1, attached herewith.

As discussed you shall join duty on or before 31/01/2018 failing which this letter will be treated as cancelled.

At the time of your joining you would be required to submit the following Documents as per the list attached below.

1. Proof of Age
2. Certified true copies of your Educational / Professional Qualification(s) Certificate (s)
3. Experience Certificate(s)
4. Copy of Relieving Letter or acknowledgement of Resignation letter from your last employer.
5. Last 3 months Salary Slip / Certificate.
6. Latest 2 Photograph (Passport Size)
7. NCFM Certificate (if available)
8. Declaration - Prohibition of Insider Trading Regulation
9. Pan Card Copy
10. Address Proof
11. HDFC Bank Account opening form/Existing HDFC Bank Account No.

You shall be on probation for a period of Six months and your services would be confirmed based on your performance.

You are required to bring all the above documents on your date of joining. If any of the mandatory documents such as Pan card in the case where acknowledgment is submitted and relieving letter needs to be submitted within 30days from the date of joining, in the event the documents are not submitted within 30 days of joining Angel Broking reserves to take disciplinary action which inter alia include holding of salary and subsequently termination from service without notice.

On your joining date, please meet

On submission of your Joining Kit and other Documents as mentioned above, you will be issued a formal Appointment Letter explaining the terms & conditions in detail.





### Cessation of Employment

Except as provided otherwise in this letter, your employment may be terminated at any time by either party without assigning any reason, by giving the minimum notice as per the policy. However if your employment is terminated by the company without any sufficient notice, you shall be paid, fixed compensation due in lieu of notice or insufficient notice.

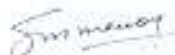
Notwithstanding the above, in case there is any breach of the clause of this appointment by you or you found to have committed an act of misconduct, or your performance is not upto the mark or satisfactory, your services may be terminated with immediate effect. In such event, it would not be necessary for the company to give you any notice whatsoever.

The company may at its discretion, require you to serve the entire notice period or may agree for shorter notice period subject to your paying the pay in lieu of notice period.

Notice pay (salary in lieu of notice) as payable either by the company or by the employee, shall be calculated on the basis of fixed compensation as applicable.

Thank you

for Angel Broking Private Limited



Authorised Signatory

I hereby accept the above offer. \_\_\_\_\_

Candidate's Signature & Date





**COMPENSATION STRUCTURE-Annexure 1**

Name	Apeksha Modi
Designation	Executive
Date of Joining	01/31/2018
Grade	M14

Salary Component	Amount per month (INR)	Amount per annum (INR)	Details
Basic	5,726	68,712	38.17% or 40% of Fixed Compensation if PF is opted or not opted respectively and is paid monthly, taxable as per IT Act
HRA	2,863	34,356	50% of Basic Component, is paid monthly, non taxable subject to submission of rent receipt & as per IT Act
Conveyance	1,600	19,200	Fixed amount of Rs.1600 is paid monthly, non taxable up to Rs. 19,200 p.a.
Medical Reimbursement	1,250	15,000	Fixed amount of Rs.1250 is paid monthly, non taxable up to Rs. 15,000 p.a. subject to submission of medical bills & as per IT Act
Statutory Bonus	383	7,000	Statutory Bonus as per Payment of Bonus Act.
Other Allowance	2,063	24,756	Paid monthly, non taxable subject to submission of proof of expense & as per IT Act
<b>Gross Monthly Salary (A)</b>	<b>14,085</b>	<b>169,020</b>	
<b>Retiral Benefits</b>			
Provident Fund Employer's Contribution	687	8,244	Employer's contribution @12% of Basic Salary
<b>Total Retiral (B)</b>	<b>687</b>	<b>8,244</b>	
<b>Annual Guaranteed Pay (A+B)</b>	<b>14,772</b>	<b>177,264</b>	
<b>Other Benefits</b>			
Corporate Group Mediclaim	192	2,304	Mediclaim Benefits provided to Family consists of Self, Spouse and 2 children
Corporate Group Term Insurance	36	432	Term Insurance benefit for Self to provide security in uncertain event
<b>Total Other Benefits (C)</b>	<b>228</b>	<b>2,736</b>	
<b>Total Fixed Compensation (A+B+C)</b>	<b>15,000</b>	<b>180,000</b>	

\* Gratuity is payable as per the Gratuity Payment Act, 1972.

\* ESIC will be deducted as per Employee State Insurance Act.



March 27, 2018

To,  
Ms. Ashima Gupta  
Bikaner.

### Appointment Letter

Dear Ashima,

We refer to your application and the subsequent discussions that you have had with us and are pleased to offer you an appointment in our Company as **Account Manager** at **Bikaner** on the following terms and conditions.

**1. Date of Appointment**

Your date of appointment will be effective from the date you join the services of the Company, which shall be as soon as possible but not later than **02/04/2018**.

**2. Period of Probation**

You will be on probation for a period of six months from the date of your appointment. At the end of this period, your performance will be reviewed and if found satisfactory, your appointment will be confirmed in writing. Till such time that you receive such confirmation, you will continue to be on probation. The period of probation may be extended at the sole discretion of the Company. During the period of probation, the Company may terminate your employment upon written notice to you, such notice to be effective fourteen (14) days from the date of such notice or upon giving you seven days' salary in lieu of shortfall of notice. Similarly, you may terminate your employment upon written notice of fourteen (14) days to the Company or fourteen (14) days salary in lieu of shortfall of such notice period.

**3. Compensation**

In consideration of the full and faithful performance of services required of you by the Company, your compensation will be **Rs.204549/- per annum**. Any statutory or regulatory deduction related to government applicable taxes etc will be deducted as per applicable laws.

**4. Review of Compensation**

The Company will review your compensation at periodic intervals as deemed appropriate. Changes to your compensation will be discretionary and will depend on relevant factors including the quality and extent of the services provided by you.

**5. Transfer**

Your services are subject to transfer by the Company in such capacity as the Company may from time to time determine, anywhere in India, to any one of the Company's departments, functions, branches, subsidiaries or associates according to the needs that may arise in the future. Such transfers will not have any effect on your compensation. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place

BrainBees Solutions Pvt. Ltd.

Rajashree Business Park, Survey No. 338, Next to Shorabh Hall, Tadiwala Road, Pune-411001



**6. Extent of Service**

You are expected to devote your entire working time, energy, and attention exclusively to your duties in connection with the Company, and shall not take up employment, full time or part time, in any other organization while in employment with the Company.

**7. Conflict of Interest**

You are advised to avoid conflicts of interest between you as an employee and the interest of the Company in dealing with suppliers, customers and other individuals and organizations doing or seeking to do business with the Company. If any potential conflict of interest does arise, you will promptly notify this to the management.

A few examples of potential conflicts of interest are:

- For you or any dependent member of your family to have an interest in any organization which has business dealings with the Company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held companies which are quoted in an open market.
- For you to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the Company which might be prejudicial to the interest of the Company.
- For you or any dependent member of your family to accept commission, a share in profits, loans (other than from established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the Company.

**8. Trade Secrets and Confidential Business Information**

You shall not, while employed by the Company, disclose or use for the benefit of yourself or any other person, partnership, firm, corporation, association, or other legal entity, any of the trade secrets or confidential business information of the Company. Trade secrets of the Company include, but are not limited to, any and all management information, proprietary and technical information of the Company in the nature of computer techniques, programs, services, systems, inventions, and the like employed by the Company and/or its affiliates in India or abroad in the development and operation of its computer products and services. Confidential business information of the Company includes any information other than trade secrets that is of any value or significance to the Company and not generally known to competitors of the Company nor intended by the Company for general dissemination, including but not limited to, policies, strategies, lists of the Company's current or potential customers, prospective leads or target accounts, the identity of various suppliers of products or services, pricing schedules, computer programming needs of its customers, information as to the profitability of specific accounts, and information about the Company itself and its executives, officers, directors and employees.



#### 9. Restrictive Covenants

You will at all times be alive to the need to maintain the reputation of the Company and refrain from taking any action or making any statement that could discredit the reputation of Company or its products or services. During your employment with the Company you shall not, directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, adviser, agent, contractor, director, trustee, committee member or office bearer own or operate in India or elsewhere a business products or services in competition with the business of the Company. Within the one (1) year period immediately following your separation from the Company regardless of the reason thereof, you shall not solicit, induce, aid or suggest to any of the employees, consultants to, or other persons having a substantial contractual relation with the Company to leave such employ, cease counselling or terminate such contractual relationship with Company.

#### 10. Duty To Return Company Property

The Company properties and assets including, but not limited to, the Company products, customer correspondence, internal memorandum, photocopies of products and designs, sales brochures, price lists, customer lists, any customer information, sales literature, notebooks, computer training materials, textbooks, and all other like information or products, including all copies, duplications, replications, and derivatives

of such information or products, acquired by you at any time during your employment and any residential accommodation, automobile, furniture, fixtures, fittings and furnishings, communication equipment, two-wheelers and all other items which may have been made available to you, shall remain the exclusive property of the Company and shall be returned to the Company no later than the final date of your employment with the Company. Until such time as all such property is returned as above mentioned, the Company shall be entitled to withhold any salary, emoluments or other payments due to you then or in future payable to you, and may further, at its discretion, deduct there from the full value of the said property/properties calculated at its then replacement price. This is always without prejudice to the Company's rights in law to take such other legal action against you as is applicable to it as also to its right to recover the full amount of the replacement price, if the dues then payable to you are not sufficient to cover fully the said replacement price. The Company shall be entitled to recover from you and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's property by you and/or any damage occasioned to the Company's property whilst in the custody of or entrusted to you.

#### 11. Inventions, Ideas, Processes and Designs

All inventions, ideas, processes, programs, codes, software and designs (including all improvements) (i) conceived (whether or not actually conceived during regular business hours) or made by you during the course of your employment with the Company, and (ii) other ideas, techniques or principles related to the business of the Company, shall be "works for hire" and disclosed in writing promptly to the Company and shall be the sole and exclusive property of the Company. You shall cooperate with the Company and its attorneys in the preparation of patent, copyright and other applications for such developments and shall promptly assign all such inventions, ideas, processes, and designs to the Company. The decision to file for

patent or copyright protection or to maintain such development as a trade secret shall be in the sole discretion of the Company, and you shall be bound by such decision.

## 12. Termination of Employment

The Company shall be entitled to terminate this employment for any of the following causes:

- Dereliction of duties
  - Breach by the Employee of any of the terms of this appointment
  - Insubordination or failure to comply with directions given to you by persons so authorized by the Company.
  - Misuse or misappropriation of the Company's property.
  - Convicted for any offense involving moral turpitude.
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its customers.

In the event the Company terminating your employment on any of the above grounds, the termination shall take effect immediately upon receipt of the communication by you and in any event not later than the expiry of 48 hours from the dispatch of letter terminating services. The Company may, without assigning any cause, terminate your employment after confirmation upon written notice to you, such notice to be effective seven (07) days from date of such notice or upon giving seven days' salary in lieu of notice.

## 13. Notice Period

After confirmation, you may terminate your employment upon written notice to the Company, such notice to be effective Thirty days after receipt thereof by the Company or by paying the company Thirty days salary in lieu of shortfall of notice period.

## 14. Past Record

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any information material to your employment by the Company, you will be liable to be removed from the services of the Company without any notice or compensation whatsoever.

## 15. Address

The address indicated in your application form will be treated as the correct address for sending any communication to you and unless changed by written intimation by you, any communication addressed to you at that address would be deemed to have been correctly served.



**16. Submission of Certificates and Photographs**

At the time of joining, you are requested to submit a copy of all educational certificates, relieving letter from your previous employer, Form 16 from your previous employer, your last pay slip and a copy of your passport along with one stamp size photograph.

**17. Employment Agreement**

You shall be required to execute an employment agreement with the Company which shall set out the terms and conditions of your employment in detail. Should there be any inconsistency between the terms of this letter and the employment agreement; the terms of the employment agreement shall prevail.

You are requested to confirm your acceptance of the terms and conditions contained herein by returning a signed copy of this letter.

We wish you all the best and welcome you to **BrainBees Solutions Pvt. Ltd.**

Yours sincerely,

For **BrainBees Solutions Pvt. Ltd.**



**Manjula Rao**

**VP HR**

I accept the offer and agree to be bound by the terms and conditions set out in this letter.

Signature:

Name:

Date:



Salary Structure		
Salary Components	Annual	Monthly
Basic	78072	6506
HRA	31229	2602
Conveyance	19200	1600
Children Education Allowance	4800	400
Reimbursement of Medical Expenses	15000	1250
Bonus	10200	850
City Travel Allowance	30000	2500
Special Allowance	6679	557
<b>Gross Salary</b>	<b>195180</b>	<b>16265</b>
Employer PF Contribution	9369	781
<b>CTC</b>	<b>204549</b>	<b>17046</b>
PF Employer Deduction	9369	781
PF Employee Deduction	9369	781
ESIC	3416	285
PT Contribution	2500	200
<b>Net Take Home Salary</b>	<b>183311</b>	<b>15000</b>

For BrainBees Solutions Pvt. Ltd.



Manjula Rao

VP HR



BrainBees Solutions Pvt. Ltd.

Rajashree Business Park, Survey No. 338, Next to Shorabh Hall, Tadiwala Road, Pune-411001

March 27, 2018

To,  
Ms. Kamakshi Rawat  
Udaipur.

### Appointment Letter

Dear Kamakshi,

We refer to your application and the subsequent discussions that you have had with us and are pleased to offer you an appointment in our Company as **Account Manager at Udaipur** on the following terms and conditions.

1. **Date of Appointment**

Your date of appointment will be effective from the date you join the services of the Company, which shall be as soon as possible but not later than **02/04/2018**.

2. **Period of Probation**

You will be on probation for a period of six months from the date of your appointment. At the end of this period, your performance will be reviewed and if found satisfactory, your appointment will be confirmed in writing. Till such time that you receive such confirmation, you will continue to be on probation. The period of probation may be extended at the sole discretion of the Company. During the period of probation, the Company may terminate your employment upon written notice to you, such notice to be effective fourteen (14) days from the date of such notice or upon giving you seven days' salary in lieu of shortfall of notice. Similarly, you may terminate your employment upon written notice of fourteen (14) days to the Company or fourteen (14) days salary in lieu of shortfall of such notice period.

3. **Compensation**

In consideration of the full and faithful performance of services required of you by the Company, your compensation will be **Rs.204549/- per annum**. Any statutory or regulatory deduction related to government applicable taxes etc will be deducted as per applicable laws.

4. **Review of Compensation**

The Company will review your compensation at periodic intervals as deemed appropriate. Changes to your compensation will be discretionary and will depend on relevant factors including the quality and extent of the services provided by you.

5. **Transfer**

Your services are subject to transfer by the Company in such capacity as the Company may from time to time determine, anywhere in India, to any one of the Company's departments, functions, branches, subsidiaries or associates according to the needs that may arise in the future. Such transfers will not have any effect on your compensation. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place

BrainBees Solutions Pvt. Ltd.

Rajashree Business Park, Survey No. 338, Next to Shorabh Hall, Tadiwala Road, Pune-411001



#### 6. Extent of Service

You are expected to devote your entire working time, energy, and attention exclusively to your duties in connection with the Company, and shall not take up employment, full time or part time, in any other organization while in employment with the Company.

#### 7. Conflict of Interest

You are advised to avoid conflicts of interest between you as an employee and the interest of the Company in dealing with suppliers, customers and other individuals and organizations doing or seeking to do business with the Company. If any potential conflict of interest does arise, you will promptly notify this to the management.

A few examples of potential conflicts of interest are:

- For you or any dependent member of your family to have an interest in any organization which has business dealings with the Company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held companies which are quoted in an open market.
- For you to use or release to a third party any data or decisions, plans, competitive bids or any other information concerning the Company which might be prejudicial to the interest of the Company.
- For you or any dependent member of your family to accept commission, a share in profits, loans (other than from established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the Company.

#### 8. Trade Secrets and Confidential Business Information

You shall not, while employed by the Company, disclose or use for the benefit of yourself or any other person, partnership, firm, corporation, association, or other legal entity, any of the trade secrets or confidential business information of the Company. Trade secrets of the Company include, but are not limited to, any and all management information, proprietary and technical information of the Company in the nature of computer techniques, programs, services, systems, inventions, and the like employed by the Company and/or its affiliates in India or abroad in the development and operation of its computer products and services. Confidential business information of the Company includes any information other than trade secrets that is of any value or significance to the Company and not generally known to competitors of the Company nor intended by the Company for general dissemination, including but not limited to, policies, strategies, lists of the Company's current or potential customers, prospective leads or target accounts, the identity of various suppliers of products or services, pricing schedules, computer programming needs of its customers, information as to the profitability of specific accounts, and information about the Company itself and its executives, officers, directors and employees.



#### 9. Restrictive Covenants

You will at all times be alive to the need to maintain the reputation of the Company and refrain from taking any action or making any statement that could discredit the reputation of Company or its products or services. During your employment with the Company you shall not, directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, adviser, agent, contractor, director, trustee, committee member or office bearer own or operate in India or elsewhere a business products or services in competition with the business of the Company. Within the one (1) year period immediately following your separation from the Company regardless of the reason thereof, you shall not solicit, induce, aid or suggest to any of the employees, consultants to, or other persons having a substantial contractual relation with the Company to leave such employ, cease counselling or terminate such contractual relationship with Company.

#### 10. Duty To Return Company Property

The Company properties and assets including, but not limited to, the Company products, customer correspondence, internal memorandum, photocopies of products and designs, sales brochures, price lists, customer lists, any customer information, sales literature, notebooks, computer training materials, textbooks, and all other like information or products, including all copies, duplications, replications, and derivatives

of such information or products, acquired by you at any time during your employment and any residential accommodation, automobile, furniture, fixtures, fittings and furnishings, communication equipment, two-wheelers and all other items which may have been made available to you, shall remain the exclusive property of the Company and shall be returned to the Company no later than the final date of your employment with the Company. Until such time as all such property is returned as above mentioned, the Company shall be entitled to withhold any salary, emoluments or other payments due to you then or in future payable to you, and may further, at its discretion, deduct there from the full value of the said property/properties calculated at its then replacement price. This is always without prejudice to the Company's rights in law to take such other legal action against you as is applicable to it as also to its right to recover the full amount of the replacement price, if the dues then payable to you are not sufficient to cover fully the said replacement price. The Company shall be entitled to recover from you and you shall be bound and liable to make good to the Company any loss suffered by the Company on account of misuse of the Company's property by you and/or any damage occasioned to the Company's property whilst in the custody of or entrusted to you.

#### 11. Inventions, Ideas, Processes and Designs

All inventions, ideas, processes, programs, codes, software and designs (including all improvements) (i) conceived (whether or not actually conceived during regular business hours) or made by you during the course of your employment with the Company, and (ii) other ideas, techniques or principles related to the business of the Company, shall be "works for hire" and disclosed in writing promptly to the Company and shall be the sole and exclusive property of the Company. You shall cooperate with the Company and its attorneys in the preparation of patent, copyright and other applications for such developments and shall promptly assign all such inventions, ideas, processes, and designs to the Company. The decision to file for

patent or copyright protection or to maintain such development as a trade secret shall be in the sole discretion of the Company, and you shall be bound by such decision.

## 12. Termination of Employment

The Company shall be entitled to terminate this employment for any of the following causes:

- Dereliction of duties
  - Breach by the Employee of any of the terms of this appointment
  - Insubordination or failure to comply with directions given to you by persons so authorized by the Company.
  - Misuse or misappropriation of the Company's property.
  - Convicted for any offense involving moral turpitude.
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its customers.

In the event the Company terminating your employment on any of the above grounds, the termination shall take effect immediately upon receipt of the communication by you and in any event not later than the expiry of 48 hours from the dispatch of letter terminating services. The Company may, without assigning any cause, terminate your employment after confirmation upon written notice to you, such notice to be effective seven (07) days from date of such notice or upon giving seven days' salary in lieu of notice.

## 13. Notice Period

After confirmation, you may terminate your employment upon written notice to the Company, such notice to be effective Thirty days after receipt thereof by the Company or by paying the company Thirty days salary in lieu of shortfall of notice period.

## 14. Past Record

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any information material to your employment by the Company, you will be liable to be removed from the services of the Company without any notice or compensation whatsoever.

## 15. Address

The address indicated in your application form will be treated as the correct address for sending any communication to you and unless changed by written intimation by you, any communication addressed to you at that address would be deemed to have been correctly served.



**16. Submission of Certificates and Photographs**

At the time of joining, you are requested to submit a copy of all educational certificates, relieving letter from your previous employer, Form 16 from your previous employer, your last pay slip and a copy of your passport along with one stamp size photograph.

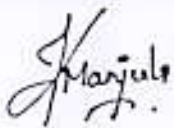
**17. Employment Agreement**

You shall be required to execute an employment agreement with the Company which shall set out the terms and conditions of your employment in detail. Should there be any inconsistency between the terms of this letter and the employment agreement; the terms of the employment agreement shall prevail.

- You are requested to confirm your acceptance of the terms and conditions contained herein by returning a signed copy of this letter.
- We wish you all the best and welcome you to BrainBees Solutions Pvt. Ltd.

Yours sincerely,

For BrainBees Solutions Pvt. Ltd.



Manjula Rao

VP HR

I accept the offer and agree to be bound by the terms and conditions set out in this letter.

- Signature:
- Name:
- Date:



Salary Structure		
Salary Components	Annual	Monthly
Basic	78072	6506
HRA	31229	2602
Conveyance	19200	1600
Children Education Allowance	4800	400
Reimbursement of Medical Expenses	15000	1250
Bonus	10200	850
City Travel Allowance	30000	2500
Special Allowance	6679	557
<b>Gross Salary</b>	<b>195180</b>	<b>16265</b>
Employer PF Contribution	9369	781
<b>CTC</b>	<b>204549</b>	<b>17046</b>
PF Employer Deduction	9369	781
PF Employee Deduction	9369	781
ESIC	3416	285
PT Contribution	2500	200
<b>Net Take Home Salary</b>	<b>183311</b>	<b>15000</b>

For BrainBees Solutions Pvt. Ltd.



Manjula Rao  
VP HR





Linkruit : Nexus Of Ambitions

Kiran Joshi - [kiran@linkruit.com](mailto:kiran@linkruit.com)  
 To: [rajeev@rnbgu.edu.in](mailto:rajeev@rnbgu.edu.in)  
 From: [kiran@linkruit.com](mailto:kiran@linkruit.com)

REPLY FROM: kiranjoshi@linkruit.com

Tue Jan 16, 2018 at 11:19 PM

[www.linkruit.com](http://www.linkruit.com)  
 Executive & Board Search, HR Solutions, Psychometric Testing & Assessment, Training & Certification

Dear Mr. Rajeev,

Greetings from Linkruit!

To like to involve you in, LINKRUIT, an amalgamation of experienced advisors and consultants, catering to the global need of human intelligence. We shoulder the responsibility of picking up brilliant people from a pool of assumed talent, who would contribute to fulfilling organization goals and build into their cultures. We help place sharp and experienced people in suitable top managerial roles, including the ones holding greater responsibility. Having said that, we also help organizations with their resource training and cost reduction needs.

Linkruit is more than just a traditional recruitment consulting firm. Apart from hunting and screening candidates for our clients, we also provide us negotiating and closing the best deals while keeping in mind, the expectations and aspirations of both the employer and the employee. More importantly, we also provide demographic consulting and relocation support.

Services We Offer:

- **Executive and Board Search** - We provide end to end search and recruitment solutions for all senior level executive jobs (CXOs, Directors, VP level)
- **Permanent Placements** - We work with client organizations to filling operational professional positions like lower & higher middle level, which form the core running strength of the organization.
- **Turnkey Recruitment** - We involve ourselves in Mass level search solutions to address massive exigencies, new project implementation, new venture etc.
- **Startup Hiring** - Tailor made recruitment services to strengthen the foundation of promising startups.
- **Training & Certification** - For Human Resource experts, we provide extensive training & development programs which give them a practical insight of the industry lesser producing market ready professionals.
- **Psychometric Test Analysis** - We offer statistical and verbal psychometric measuring tests to companies who are looking to compare their potential candidates. We deliver simple and quite affordable psychometric testing solutions for every business. All tests are standardized and well accepted all over.
- **Reference Check** - Linkruit's professional reference check goes beyond what is listed on their resume. Our reference check helps companies gain an additional level of information on their candidates and provides them greater insights into their candidate's work ethics and abilities.
- **Visa Assistance & Travel Services** - Our well experienced and professional team will assist you with all your visa/documentation inquiries and as well as any other travel-related issues.

Being a Recruiter is not Easy!

Working in the recruitment sector is no child's play. Trust us, hiring the right people for organizations requires more than just sifting through resumes. However, when you work with right people, the journey becomes an experience & worth undertaking. The Linkruit team has been built with passion and our aim is to become a company that people love working with. Having a people-centric culture, Linkruit has a personality that will match yours.

**Recruitment Trade:** Kindly refer the article in the given link to understand about the Recruitment trade. <https://medium.com/@linkruit15-questions-people-recruitment-must-have>

What We Offer:

**Flexible Work Environment**

We don't just say but mean it too. Work on projects that are of interest to you and utilize your skills to the fullest. Linkruit understands how organizations work in 21st century. No more boring work culture, become a part of a well managing team.

**Everyone is Equal**

Whether you are senior, a senior employee or have just started your recruitment career with us, you will be treated as an equal. Everyone has a special role to play in Linkruit and we respect that.

**Diverse Team**

The Linkruit team comprises of people with rich experience and diverse background allowing you to expand your horizon and improve knowledge. You will grow as our team grows. That's a promise!

**Fast At Home**

It's common for people to leave an organization after a couple of years. However, with Linkruit this won't be the case. We make it very hard for you to leave us. Working with Linkruit will give you growth, challenges, opportunities & above all freedom.

**Position Offered - Talent Search & Client Acquisition specialist.**

**Job Description:**

- Sourcing, screening, coordinating interviews as per the requirements.
- Determine applicant requirements by studying job description and job qualifications.
- Determine applicant qualifications by interviewing applicants, analyzing responses, verifying references, comparing qualifications to job requirements.
- Evaluate applicants by discussing job requirements and applicant qualifications with managers, interviewing applicants on consistent set of qualifications.
- Head hunting - identifying and approaching suitable candidates.
- Formatting resumes and correspondence to forward to clients in respect of suitable applicants.
- Negotiating pay and salary rates and finalizing arrangements between client and candidates.
- Offering advice to both clients and candidates on pay rates, training and career progression.
- Involved in tasks related to HR Operations.
- Expand and enhance business relationship with customers and contribute to enhanced sales performance, profitability, customer satisfaction and market share.
- Coordinate meetings, calls and communications between management and clients.
- Developing and negotiating contracts; integrating contract requirements with business operations.
- Develop new marketing strategies to capture market channels with new clients.
- Brought new processes to firm for its growth, using various marketing strategies and communication skills in order to brand the firm in the market and attract new clients.
- Maintaining excellent relations with clients to generate avenues for additional business.

**Skills Required:**

- Excellent communication and customer service skills.
- Good sales and negotiation skills.
- A confident and positive attitude.
- The ability to work under pressure.
- A professional manner.
- Good organizational and administrative skills.

**Salary : 2.81 LPA (Net Salary) + Quarterly Incentives (Based on performance)**

**Benefits:**

- Opportunity to work with Growing Organization and work for International/ Domestic/ Startup Clients.
- Equality: Everyone has special role to play in Linkruit and we respect that.
- Dynamic Team: The Team comprises of people with rich experience and diverse background allowing you to expand your horizon and improve knowledge. You will Grow as our team Grows.



2/13/2018

RNB Global University Mail - Linkruit : Nexus Of Ambitions

- Fast at Home: Working with Linkruit will give you Growth, Challenges, opportunities and above all control.
- Become a part of self-managing Team
- Not Salary/Fix Deductions Except Professional Fee (Rs.200)
- Quarterly Incentives
- Sixth Month Incentive
- 1st and 4th Saturday Off
- Paid Leave

Location: Ahmedabad, Gujarat

Timing: 9:30 AM to 5:30 PM (Monday to Friday)

9:30 AM to 5:30 PM (Sat & Sun - Security)

Office Address: 110, Saha Arcade, Concorde Road, Palambpur, Ahmedabad

Further for any assistance feel free to communicate.

info@linkruit.com

LINKRUIT  
NEXUS OF AMBITIONS

STRONGER THAN EVER

SALESMANSHIP

RIGHT EMPLOYEES

CUSTOMER FIRST

SACRIFICE

RISK

EXPECTATIONS & FINANCIAL PRESSURE

CRITICISM

SCRATCH

CELEBRATING

GLORIOUS YEARS

www.linkruit.com

Follow us on LinkedIn at <https://www.linkedin.com/company/linkruit>  
Like us on Facebook at <https://www.facebook.com/linkruit>

Regards,  
Kiran Jaisankar  
HR Business Partner  
+91-822192287  
[www.linkruit.com](http://www.linkruit.com)  
"Nexus of Ambitions"  
Ahmedabad | Mumbai | Delhi | Bangalore

cc: Linkruit Brochure.pdf  
KIRAN





# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

## OFFER LETTER

**Ms. Darshana Ranka D/O Mr. Meghraj Ranka**

12<sup>th</sup> February 2018

Ranka Chopra Mohalla, New lane Gangasahar,  
Bikaner, Rajasthan - 334001  
Mobile # +91 08387093567

Dear Ms. Ranka

Congratulations on your appointment! We welcome you to Premier – *An innovation led company*, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

- 1. DESIGNATION & FUNCTION:** You will be designated as Management Trainee.
- 2. LOCATION & DATE OF JOINING:** You will be based at Jodhpur, Rajasthan. You will be required to join as early as possible, however not later than 19<sup>th</sup> February 2018. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
- 3. PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.
- 4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- 5. NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

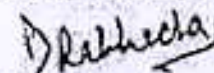
This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly,

FOR PREMIER INFOASSISTS PVT. LTD.

  
Authorised Signatory

NAME \_\_\_\_\_  
HR MANAGER – OPERATIONS / SIGNING AUTHORITY



I, Darshana Ranka.....agree to accept employment on the terms and conditions mentioned in the above letter. I shall be reporting for duty on 19<sup>th</sup> February 2018



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178; Email: info@premierinfo.biz  
CIN: U72200MH2007PTC.175593

12<sup>th</sup> February 201

## Compensation & Benefits

Name	Ms. Darshana Ranka	
Designation:	Management Trainee	
Location	Jodhpur, Rajasthan	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	2,40,000
Special Allowance	1,038	12,456
Ex-Gratia Annual Bonus Including Incentive	-	22,000
Gratuity	962	11,544
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>3,01,000</b>

HRA : Could be maximized to 50% of basic in metro and 40% in non metro.

PF/TDS : Will be deducted, if applicable.

Mediclaim : You will be covered under Mediclaim Policy upon completion of Probation Period.

Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* : You will be entitled for a bonus of upon successful completion of 1 year in the organization. This will be payable on forth coming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSISTS PVT. LTD.

*[Signature]*  
Authorised Signatory



*[Signature]*  
Darshana

MANAGER HUMAN RESOURCES / SIGNING AUTHORITY

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

PERSONAL & CONFIDENTIAL



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA

Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz

CIN: U72200MH2007PTC175593

## OFFER LETTER

Mr. Ajit Bhura S/O Mr. Rajendra Bhura  
Gharshishar Road, Siva Basti, Gangasahar,  
Bikaner, Rajasthan - 334001  
Mobile # +91 09782342790

12<sup>th</sup> February 2018

**Dear Mr. Bhura**

Congratulations on your appointment! We welcome you to Premier – *An innovation led company*, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

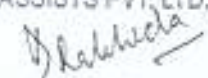
- 1. DESIGNATION & FUNCTION:** You will be designated as **Management Trainee**.
- 2. LOCATION & DATE OF JOINING:** You will be based at **Mumbai, Maharashtra**. You will be required to join as early as possible, however not later than **19<sup>th</sup> February 2018**. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
- 3. PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.
- 4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- 5. NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly,  
For PREMIER INFO ASSISTS PVT. LTD.

  
Authorised Signatory

NAME \_\_\_\_\_  
HR MANAGER – OPERATIONS / SIGNING AUTHORITY



I ..... agree to accept employment on the terms and conditions

Mentioned in the above letter. I shall be reporting for duty on .....

**R.O.:** 201-204, Building No. 5, Sector-3, Near Ramada Hotel, Millennium Business Park, Mahape,  
Navi Mumbai 400 710, INDIA Tel: +91 22 6609 8524 / 6609 8525 / 2778 2070



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur - 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

12<sup>th</sup> February 2018

## Compensation & Benefits

Name	Mr. Ajit Bhura	
Designation:	Management Trainee	
Location	Mumbai, Maharashtra	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	2,40,000
Special Allowance	1,038	12,456
Monthly Gross	21,038	
Ex-Gratia Annual Bonus Including Incentive	-	22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>3,01,000</b>

HRA : Could be maximized to 50% of basic in metro and 40% in non metro.

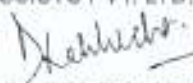
PF/TDS : Will be deducted, if applicable.

Mediclaim : You will be covered under Mediclaim Policy upon completion of Probation Period.

Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* : You will be entitled for a bonus of upon successful completion of 1 year in the organization. This will be payable on forth coming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSISTS PVT. LTD.

  
Authorised Signatory



MANAGER HUMAN RESOURCES / SIGNING AUTHORITY  
Date: \_\_\_\_\_

PERSONAL & CONFIDENTIAL



Ajit Bhura &lt;ajit.bhura2016@rnbglobal.ac.in&gt;

**Career Opportunity with Premier Infoassist Pvt Ltd!!!**

2 messages

Neha Roy <neha.roy@premierinfo.biz>  
To: ajit.bhura2016@rnbglobal.ac.in  
Cc: Sushil Bafana <bafana.sushil@premierinfo.biz>

7 February 2018 at 13:54

**Dear Ajit,**

Your CV has been shortlisted for the next round, please fill up the candidate profiling form attached.

Kindly go through our company url:-  
<https://www.geminicorp.be/> (\*Parent Company)

\*Please Note: Premier Info assist Pvt Ltd is a outsourced partner of Gemini Corp.

--  
Thanks & Regards,

Neha Roy

AM – Human Resources

**Premier InfoAssists Pvt. Ltd.**  
201-204, Building No. 5, Sector-3, Near Ramada Hotel,  
Millennium Business Park, Mahape, Navi Mumbai-400701 (India)  
Phone: + 91 - 22 – 27782070, Extn -1449  
Email: neha.roy@premierinfo.biz

**3 attachments**

- Candidate Profiling Form.xls  
44K
- Company Profile - Gemini Corporation N.V. (1).pdf  
294K
- Gemini - Profile (1).pdf  
4944K



Ajit Bhura <ajit.bhura2016@rnbglobal.ac.in>  
To: Neha Roy <neha.roy@premierinfo.biz>

7 February 2018 at 21:02

Respected Mam

Please find my attachment

[Quoted text hidden]

- Candidate Profiling Form (1).xls  
41K



# Premier InfoAssists Pvt. Ltd.

201-204, Building No. 5, Sector-3, Near Ramada Hotel, Millennium Business Park,  
Mahape, Navi Mumbai - 400 710, Tel: +91 22 2778 2070, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

## COMPANY PROFILE GEMINI CORPORATION N.V.

Our Founding Chairman Mr. Surendra Borad Patawari believes "We are born, and are fully geared, to make the world a better place to live".

Premier InfoAssists Pvt. Ltd. is a 10 year old company engaged in providing business services to MNCs in Europe and USA. Gemini Corporation N.V., Belgium has been our one of the most prominent associate since inception. They have 24 associate offices across Europe, UK, United States, Canada, China, Vietnam, Brazil, Pakistan, Mexico, UAE and India. They have expanded recently in Japan & Australia and have plans to expand further in South & North America, South Africa, Mauritius and New Zealand.

Gemini's Chairman and CEO, Mr. Surendra Borad Patawari, is also the Chairman of the Plastic Committee at the Bureau of International Recycling, the world's largest forum for stakeholders of the recycling community. He has been selected for the prestigious ICAI Award 2015 under "CA Global Achiever".

### About Gemini Corporation:

- Founded in 1989
- Group turnover is about USD 520 million and growing at a good pace every year.
- Having a worldwide team of more than 200 professionals in Gemini and its associate offices.
- Over the years Gemini has extended its operations from that of Recyclable Plastic, Recyclable Steel and Wood to that of Recyclable Rubber, Stock lot Paper, Oleo and Agricultural products.
- Exporting over 50,000 TEU (Twenty-Foot Equivalent Unit - Containers) per annum to more than 50 countries.
- Market share of 22.97% in the total export of Plastic Scrap from Belgium.
- Gemini's Environment of Management System is ISO 14001:2004 Certified.

### Gemini Awards & Achievements:

- The Belgium Chambers of Commerce has awarded Gemini with Excellent Enterprise in 2012.
- Advisor to European Union on policy matters related to recycling.
- Dun & Bradstreet credit rating: 2A1 (D-U-N-S number is 37-292-6378) since 2006.
- Among top 3 Nominee for "Best Shipper of the Year" in Europe at OTM Awards 2015.



Corporate Social responsibility is not only a practice but a tradition in the Gemini group.

- Planted and maintaining about 1 lac trees in Thar Desert of Rajasthan.
- Two schools functional in Rajasthan for more than 15 years, providing free Education, books and uniforms to about 500 students.
- Adopted 8 villages in Rajasthan since a decade providing free-of-cost consultation and medication, benefitting about 300 patients a day.
- Sponsoring, organizing and promoting various cultural events every year for more than a decade.
- Initiated "Clean it All" Mission in 2015 to make Momasar village in Rajasthan the cleanest village in India.

With Gemini's phenomenal growth in the recent years, we have seen an increasing demand for young & talented executives at all levels in our organization.

**Branch Office:** Plot # 47-50, Bhakrasni Road, Pali Highway, Jodhpur - 342013, RJ - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178,



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur - 342013, Rajasthan - INDIA

Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz

CIN: U72200MH2007PTC175593

## OFFER LETTER

Ms. Priyanka Baid D/O Mr. Narendra Baid  
C/O Vijay Singh Baid, Rani Bazar, Near Bhanwar Enclave,  
Bikaner, Rajasthan - 334001  
Mobile # +91 08385091238

12<sup>th</sup> February 2018

**Dear Ms. Baid**

Congratulations on your appointment! We welcome you to Premier - *An innovation led company*, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

- 1. DESIGNATION & FUNCTION:** You will be designated as **Management Trainee**.
- 2. LOCATION & DATE OF JOINING:** You will be based at **Jodhpur, Rajasthan**. You will be required to join as early as possible, however not later than **19<sup>th</sup> February 2018**. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
- 3. PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.
- 4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- 5. NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly,

For PREMIER INFOASSISTS PVT. LTD.

  
Authorised Signatory

NAME \_\_\_\_\_  
HR.MANAGER - OPERATIONS - SIGNING AUTHORITY



I ..... agree to accept employment on the terms and conditions  
Mentioned in the above letter. I shall be reporting for duty on .....

**R.O.:** 201-204, Building No. 5, Sector-3, Near Ramada Hotel, Millennium Business Park, Mahape,  
Navi Mumbai 400 710, INDIA Tel: +91 22 6609 8524 / 6609 8525 / 2778 2070



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur - 342013, Rajasthan - INDIA

Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz

CIN: U72200MH2007PTC175593

12<sup>th</sup> February 2018

## Compensation & Benefits

Name	Ms. Priyanka Baid	
Designation:	Management Trainee	
Location	Jodhpur, Rajasthan	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	2,40,000
Special Allowance	1,038	12,456
Monthly Gross	21,038	
Ex-Gratia Annual Bonus Including Incentive		22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>3,01,000</b>

HRA : Could be maximized to 50% of basic in metro and 40% in non metro.

PF-TDS : Will be deducted, if applicable.

Mediclin : You will be covered under Mediclin Policy upon completion of Probation Period.

Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* : You will be entitled for a bonus of upon successful completion of 1 year in the organization. This will be payable on forth coming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSISTS PVT. LTD.

*Rakheeta*  
Authorised Signatory



MANAGER HUMAN RESOURCES / SIGNING AUTHORITY

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

PERSONAL & CONFIDENTIAL



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur - 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

## OFFER LETTER

**Ms. Riddhima Chandak D/O Mr. Kailash Chandra Chandak**  
S-D-16 Hudeo, JNV Colony, Bikaner,  
Rajasthan - 334001  
Mobile # +91 9460928272

28<sup>th</sup> February 2018

Dear Ms. Chandak

Congratulations on your appointment! We welcome you to Premier - *An innovation led company*, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

- 1. DESIGNATION & FUNCTION:** You will be designated as Management Trainee.
- 2. LOCATION & DATE OF JOINING:** You will be based at Navi Mumbai, Maharashtra. You will be required to join as early as possible, however not later than 05<sup>th</sup> March 2018. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
- 3. PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.
- 4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- 5. NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly, For PREMIER INFO ASSISTS PYT. LTD.

NAME \_\_\_\_\_  
HR MANAGER - OPERATIONS / SIGNING AUTHORITY

I, Riddhima Chandak.....agree to accept employment on the terms and conditions  
Mentioned in the above letter. I shall be reporting for duty on 05...March 2018





# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur -- 342011, Rajasthan - INDIA

Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz

CIN: U72200MH2007PTC175593

28<sup>th</sup> February 2018

## Compensation & Benefits

Name	Ms. Riddhima Chandak	
Designation:	Management Trainee	
Location	Navi Mumbai, Maharashtra	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	2,40,000
Special Allowance	1,038	12,456
Monthly Gross	21,038	
Ex-Gratia Annual Bonus Including Incentive	-	22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance:		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>3,01,000</b>

HRA : Could be maximized to 50% of basic in metro and 40% in non metro.

PF/TDS : Will be deducted, if applicable.

Mediclaim : You will be covered under Mediclaim Policy upon completion of Probation Period.

Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* : You will be entitled for a bonus of upon successful completion of 1 year in the organization.  
This will be payable on forth coming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSISTS PVT. LTD.

Authorised Signatory

MANAGER HUMAN RESOURCES / SIGNING AUTHORITY

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



PERSONAL & CONFIDENTIAL



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Hlghway, Jodhpur - 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

## OFFER LETTER

Mr. Yogesh Duggar S/O Mr. Nirmal Kumar Duggar  
Gandhi Chowk, Behind Bafna Clinic,  
Gangasahar, Bikaner, Rajasthan - 334001  
Mobile # +91 08233522732

12<sup>th</sup> February 2018

**Dear Mr. Duggar**

Congratulations on your appointment! We welcome you to Premier - *An innovation led company*, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

- 1. DESIGNATION & FUNCTION:** You will be designated as **Management Trainee**.
- 2. LOCATION & DATE OF JOINING:** You will be based at **Jodhpur, Rajasthan**. You will be required to join as early as possible, however not later than **19<sup>th</sup> February 2018**. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
- 3. PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.
- 4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- 5. NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly,

For PREMIER INFO ASSIST'S PVT. LTD.

Authorised Signatory

NAME \_\_\_\_\_  
HR MANAGER - OPERATIONS / SIGNING AUTHORITY

I, Yogesh Duggar .....agree to accept employment on the terms and conditions

Mentioned in the above letter. I shall be reporting for duty on 19<sup>th</sup> Feb 2018





# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur - 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

12<sup>th</sup> February 2018

## Compensation & Benefits

Name	Mr. Yogesh Duggar	
Designation:	Management Trainee	
Location	Jodhpur, Rajasthan	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	2,40,000
Special Allowance	1,038	12,456
Monthly Gross	21,038	
Ex-Gratia Annual Bonus Including Incentive	-	22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>3,01,000</b>

- HRA : Could be maximized to 50% of basic in metro and 40% in non metro.
- Pf TDS : Will be deducted, if applicable.
- Mediclaim : You will be covered under Mediclaim Policy upon completion of Probation Period.
- Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.
- Bonus\* : You will be entitled for a bonus of upon successful completion of 1 year in the organization. This will be payable on forth coming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSISTS PVT. LTD.

  
Authorised Signatory

MANAGER HUMAN RESOURCES / SIGNING AUTHORITY  
Date: 12-02-2018

Yogesh Duggar

PERSONAL & CONFIDENTIAL

R.O.: 201-204, Building No. 5, Sector-3, Near Ramada Hotel, Millennium Business Park, Mahape,  
Navi Mumbai 400 710, INDIA Tel: +91 22 6609 8524 / 6609 8525 / 2778 2070

Date: 5<sup>th</sup> February 2018  
Ref No: QD/ JPR/2017-18/ OL/1462

To,  
**Mr Zeshan Mirza**

**Subject : Offer Letter**

This has reference to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of "Sales Consultant" at Bikaner location. You will be given a Letter of Appointment on joining.

**Attached is a copy giving details of your salary package. (Refer Annexure A)**

Your appointment is subject to:

1. You're joining the services of the company on or before **6<sup>th</sup> February 2018**.
2. Your written acceptance of the offer letter.
3. The verification of your testimonials.
4. Us receiving satisfactory reports from your references.
5. You are found medically fit for the job.
6. Copy of police verification certificate.

You will be on probation for a period of 6 months from the date of joining and this can be extended for a further period at the Company's discretion.

During probation & confirmation 30 days of Notice period needs to be served before leaving organisation. Any sort of available leaves will not be adjusted against the notice period. Learning and Development cost of Rs. 50,000/- will be charged, in case you decide to leave the organization before 6 Months

Please sign and return to us the duplicate of this letter as a token of your acceptance of the above terms and conditions.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

For QDegrees Services Pvt. Ltd.

**Divyanka Bansal**  
**Executive H.R.**

I have read and accept the terms and conditions:

Date of Joining : \_\_\_\_\_ Signature : \_\_\_\_\_

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



Name:	Zeshan Mirza	
Function:	Field Operations	
Location:	Jaipur	
Designation:	Sales Consultant	
Compensation Break up:	Monthly	Annual
Basic:	5000	67200
HRA:	2804	33648
Conveyance:	800	9600
Special Allowance:	5461	65532
Lunch allowance:	1350	16200
Gross:	16025	192276
Deductions:		
PF - Employee Contributions:	875	10500
ESI - Employee Contribution:	361	4332
Total Deductions:	1236	14832
Employers Contribution:		
PF - Employer Contributions:	738	8856
ESI - Employer Contributions:	438	5256
Total:	1176	14112
CTC A:	17199	206388
Performance Bonus (Variable Pay):	801	9614
Total CTC:	18000	216002
Take Home:	15489	182268

Ratings	Meaning	Bonus %	Bonus Amount	Total CTC
OS	Outstanding	125%	12017	218405
VG	Very Good	100%	10575	216933
G	Good	100%	9614	216002
ME	Meet Expectation	50%	4807	211195
NI	Need Improvement	0	0	206388

Performance Bonus is an annual Pay-out and will be paid only if you are active into the system at the time of Pay-out, not serving the notice period.



For QDegrees Services Pvt. Ltd.

**Divyanka Bansal**  
Executive H.R.

I have read and accept the terms and conditions:

Date of Joining : \_\_\_\_\_ Signature : \_\_\_\_\_

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

## Offer Letter\_ (Joining\_by 15th March, Mumbai Office)

3 messages

Kimmi Bangia <kimmi@premierinfo.biz>

23 February 2018 at 20:33

To: ashish.buchha2016@rnbglobal.ac.in

Cc: Rajendra Sancheti <rajendra@geminicorp.eu>, Sandeep Patawari <sandeep.patawari@geminicorp.eu>

Dear Ashish

We are glad to hear from you and wish for an enduring relationship with you.

Attached is the Offer Letter. Please go through it and send us the signed scanned copy of the same.

We will furnish Appointment Letter to you on the day of your joining.

Wishing you all the best for your career.

Thanks & Regards

Kimmi Bangia | Sr. Office Coordinator

Premier Info Assists Pvt. Ltd.

Contact: 0291-6651200

| Ext: 1245 |



 Offer Letter\_Ashish Kumar Buchha.pdf  
1202K

Ashish Buchha <ashish.buchha2016@rnbglobal.ac.in>

12 March 2018 at 16:57

To: kimmi@premierinfo.biz

Respected Sir/ Ma'am,

I, Ashish Buchha will not be able to accept the offer letter due to some reasons. I got an opportunity to be a part of a new project which I was trying from last few months.

Sorry for inconvenience.

Regards

Ashish Buchha

[Quoted text hidden]

Ashish Buchha <ashish.buchha2016@rnbglobal.ac.in>

12 March 2018 at 16:57

To: RNBGU / Manjoo Saraswat <manjoo.saraswat@rnbglobal.edu.in>

[Quoted text hidden]

### OFFER LETTER

Date: 15/01/2018

Name: Amar Singh

We are pleased to offer you the position of Assistant Sales Manager in our organization. Following are the detailed conditions of your employment.

**1. Workplace Induction & Training:**

Induction to the position, the workplace environment and workplace procedures and policies will be provided.

Duration: 3-4 Days

Induction Location: Pune

**2. Job Location: PUNE**

After completion of induction & training you are required to commence work immediately at the given job location. Hence, you are required to bring along the **mandatory documents/items** at the time of Induction and Training itself.

(\*Job location mentioned is not permanent and may vary at any given period according to the market scenario.)

(\*Refer to serial no. 6 for List of Mandatory documents/items)

**3. Probation:**

You will be on probation for a period of 3 months respectively with the following fixed remuneration:

1<sup>st</sup> Month: Rs. 10,000/-

2<sup>nd</sup> Month: Rs. 15,000/-

3<sup>rd</sup> Month: Rs. 20,000/-

**4. Salary:**

Your Salary will be **3.60 lacs (2.4 LPA fixed + Variable)** annually, paid in accordance with the organization's payroll procedures, which will commence from the 4<sup>th</sup> Month that is after the completion of Probation period.



Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060

Ph: 020 26835443

**5. Target:**

The target for each month will be communicated at the time of Induction and Training which will be linked to your salary.

**6. List of Mandatory documents/items:**

- a. Recent photographs – 2 Passport Size
- b. Aadhar Card
- c. Pan Card
- d. Laptop
- e. Smart phone- Android or iOS only.
- f. Bike (at the job location only)
- g. Valid Driving License copy
- h. Helmet (at the job location only)
- i. Vehicle registration copy
- j. PUC copy
- k. Character certificate from Training and Placement Department of your institution  
*(\*Note: if the mandatory items are not carried at the time of training/ job location, the employee will not be entertained)*

7. An amount of Rs. 1000/- to be paid at the time of Training as a security, which will be refunded in the third months' salary.

8. Formal appointment letter will be issued after the acceptance of this offer letter within a week of joining.

*Please return the duplicate copy of this letter, duly signed on the email id that is [hr@appealgroup.in](mailto:hr@appealgroup.in) in token of your acceptance.*

*Should you have any questions regarding this offer, please feel free to contact us.*

For Appeal Qualiserve

Employee Name:

Signature:



Sangvika Rajvanshi  
HR and Business Coordinator

Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060  
Ph: 020 26835443

**OFFER LETTER**

Date: 15/01/2018

**Name: Arju Khan**

We are pleased to offer you the position of Assistant Sales Manager in our organization. Following are the detailed conditions of your employment.

**1. Workplace Induction & Training:**

Induction to the position, the workplace environment and workplace procedures and policies will be provided.

Duration: 3-4 Days

Induction Location: Pune

**2. Job Location: PUNE**

After completion of induction & training you are required to commence work immediately at the given job location. Hence, you are required to bring along the **mandatory documents/items** at the time of Induction and Training itself.

*(\*Job location mentioned is not permanent and may vary at any given period according to the market scenario.)*

*(\*Refer to serial no. 6 for List of Mandatory documents/items)*

**3. Probation:**

You will be on probation for a period of 3 months respectively with the following fixed remuneration:

1<sup>st</sup> Month: Rs. 10,000/-

2<sup>nd</sup> Month: Rs. 15,000/-

3<sup>rd</sup> Month: Rs. 20,000/-

**4. Salary:**

Your Salary will be **3.60 lacs (2.4 LPA fixed + Variable)** annually, paid in accordance with the organization's payroll procedures, which will commence from the 4<sup>th</sup> Month that is after the completion of Probation period.



Address:

11<sup>th</sup> Floor, Citadel, Palace Orchard, Undri, Pune – 411060

Ph: 020 26835443

**5. Target:**

The target for each month will be communicated at the time of Induction and Training which will be linked to your salary.

**6. List of Mandatory documents/items:**

- a. Recent photographs – 2 Passport Size
- b. Aadhar Card
- c. Pan Card
- d. Laptop
- e. Smart phone- Android or iOS only.
- f. Bike (at the job location only)
- g. Valid Driving License copy
- h. Helmet (at the job location only)
- i. Vehicle registration copy
- j. PUC copy
- k. Character certificate from Training and Placement Department of your institution  
*(\*Note: if the mandatory items are not carried at the time of training/ job location, the employee will not be entertained)*

7. An amount of Rs. 1000/- to be paid at the time of Training as a security, which will be refunded in the third months' salary.

8. Formal appointment letter will be issued after the acceptance of this offer letter within a week of joining.

*Please return the duplicate copy of this letter, duly signed on the email id that is [hr@appealgroup.in](mailto:hr@appealgroup.in) in token of your acceptance.*

*Should you have any questions regarding this offer, please feel free to contact us.*

For Appeal Qualiserve

Employee Name:  
Signature:




Sangvika Rajvanshi  
HR and Business Coordinator

Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060  
Ph: 020 26835443

OFFER LETTER

Date: 15/01/2018

**Name: Salony Joshi**

We are pleased to offer you the position of Assistant Sales Manager in our organization. Following are the detailed conditions of your employment.

**1. Workplace Induction & Training:**

Induction to the position, the workplace environment and workplace procedures and policies will be provided.

Duration: 3-4 Days

Induction Location: Pune

**2. Job Location: PUNE**

After completion of induction & training you are required to commence work immediately at the given job location. Hence, you are required to bring along the **mandatory documents/items** at the time of Induction and Training itself.

*(\*Job location mentioned is not permanent and may vary at any given period according to the market scenario.)*

*(\*Refer to serial no. 6 for List of Mandatory documents/items)*

**3. Probation:**

You will be on probation for a period of 3 months respectively with the following fixed remuneration:

1<sup>st</sup> Month: Rs. 10,000/-

2<sup>nd</sup> Month: Rs. 15,000/-

3<sup>rd</sup> Month: Rs. 20,000/-

**4. Salary:**

**Your Salary will be 3.60 lacs (2.4 LPA fixed + Variable) annually**, paid in accordance with the organization's payroll procedures, which will commence from the 4<sup>th</sup> Month that is after the completion of Probation period.



Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060

Ph: 020 26835443

**5. Target:**

The target for each month will be communicated at the time of Induction and Training which will be linked to your salary.

**6. List of Mandatory documents/items:**

- a. Recent photographs – 2 Passport Size
- b. Aadhar Card
- c. Pan Card
- d. Laptop
- e. Smart phone- Android or iOS only.
- f. Bike (at the job location only)
- g. Valid Driving License copy
- h. Helmet (at the job location only)
- i. Vehicle registration copy
- j. PUC copy
- k. Character certificate from Training and Placement Department of your institution

(\*Note: if the mandatory items are not carried at the time of training/ job location, the employee will not be entertained)

7. An amount of Rs. 1000/- to be paid at the time of Training as a security, which will be refunded in the third months' salary.

8. Formal appointment letter will be issued after the acceptance of this offer letter within a week of joining.

Please return the duplicate copy of this letter, duly signed on the email id that is [hr@appealgroup.in](mailto:hr@appealgroup.in) in token of your acceptance.

Should you have any questions regarding this offer, please feel free to contact us.

For Appeal Qualiserve

Employee Name:

Signature:


Sangvika Rajvanshi  
HR and Business Coordinator



Address:

11rd Floor, Citadel, Palace Orchard, Undri, Pune – 411060  
Ph: 020 26835443

OFFER LETTER

Date: 15/01/2018

**Name: Rochak Goswami**

We are pleased to offer you the position of Assistant Sales Manager in our organization. Following are the detailed conditions of your employment.

**1. Workplace Induction & Training:**

Induction to the position, the workplace environment and workplace procedures and policies will be provided.

Duration: 3-4 Days

Induction Location: Pune

**2. Job Location: PUNE**

After completion of induction & training you are required to commence work immediately at the given job location. Hence, you are required to bring along the **mandatory documents/items** at the time of Induction and Training itself.

*(\*Job location mentioned is not permanent and may vary at any given period according to the market scenario.)*

*(\*Refer to serial no. 6 for List of Mandatory documents/items)*

**3. Probation:**

You will be on probation for a period of 3 months respectively with the following fixed remuneration:

1<sup>st</sup> Month: Rs. 10,000/-

2<sup>nd</sup> Month: Rs. 15,000/-

3<sup>rd</sup> Month: Rs. 20,000/-

**4. Salary:**

**Your Salary will be 3.60 lacs (2.4 LPA fixed + Variable) annually**, paid in accordance with the organization's payroll procedures, which will commence from the 4<sup>th</sup> Month that is after the completion of Probation period.



Address:

11<sup>th</sup> Floor, Citadel, Palace Orchard, Undri, Pune – 411060

Ph: 020 26835443

**5. Target:**

The target for each month will be communicated at the time of Induction and Training which will be linked to your salary.

**6. List of Mandatory documents/items:**

- a. Recent photographs – 2 Passport Size
- b. Aadhar Card
- c. Pan Card
- d. Laptop
- e. Smart phone- Android or iOS only.
- f. Bike (at the job location only)
- g. Valid Driving License copy
- h. Helmet (at the job location only)
- i. Vehicle registration copy
- j. PUC copy
- k. Character certificate from Training and Placement Department of your institution  
(\*Note: if the mandatory items are not carried at the time of training/ job location, the employee will not be entertained)

7. An amount of Rs. 1000/- to be paid at the time of Training as a security, which will be refunded in the third months' salary.

8. Formal appointment letter will be issued after the acceptance of this offer letter within a week of joining.

Please return the duplicate copy of this letter, duly signed on the email id that is [hr@appealgroup.in](mailto:hr@appealgroup.in) in token of your acceptance.

Should you have any questions regarding this offer, please feel free to contact us.

For Appeal Qualiserve

Employee Name:

Signature:


Sangvika Rajvanshi  
HR and Business Coordinator



Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060  
Ph: 020 26835443



Leeladhar Upadhyay &lt;leeladhar.upadhyay2016@rnbglobal.ac.in&gt;

## HDFC Bank Appointment Letter - Leeladhar Upadhyay - 009269

2 messages

Ashish.Bhatia1@hdfcbank.com &lt;Ashish.Bhatia1@hdfcbank.com&gt;

18 June 2018 at 18:41

To: leeladhar.upadhyay2016@rnbglobal.ac.in

Cc: bharathhdfcbank@gmail.com, Venkatesh160786@gmail.com, offerletter@hdfcbank.com, Preemployment.Helpdesk@in.hdfcbank.com, Ashish.Bhatia1@hdfcbank.com

**Dear Leeladhar Upadhyay**

**Congratulations and Welcome to HDFC Bank!**

Please find attached the Appointment Letter which outlines the terms of your employment. The enclosed information is designed to serve as an introduction to the Bank and has brief inputs on the employee benefits applicable to you.

You can access the enclosed Appointment Letter using your Applicant ID as password. Since we have commenced with issuance of Digitally Signed letters, issuance of physical copies has been discontinued.

Please note SMS will be sent to your registered mobile no. with Onboarding App link. You are requested to download the Onboarding App, through which you can accept your offer and provide your Tentative Date of Joining as well.

Link for the app : <http://onelink.to/5464sf>  
(kindly access this link only through Smart Phone)

In the field for subscription ID, please input HDFC.

You are requested to comply with the following:

1. Confirm your Tentative Date of Joining through the App
2. Complete a few Mandatory Elearning modules, the details of which would be shortly shared by our Learning and Development Team.
3. Carry the following documents (in original) on the date of joining.
  - a) Relieving Letter from the previous Organisation or Resignation Confirmation.
  - b) Education Qualification Certificates from 10<sup>th</sup> to PG (or as applicable) along with mark sheets and completion certificates.
  - c) KYC Document à both Address & ID Proof à this document is also required for opening Salary Account with the Bank.
  - d) Two Passport size photograph for opening Bank Account.
  - e) Pan Card.
  - f) Aadhar Card.

Please contact us for any clarification or any queries.

For HDFC Bank Ltd

Human Resources

This communication is computer generated and may not contain signature.

009269\_Leeladhar.pdf  
106K



Leeladhar Upadhyay <leeladhar.upadhyay2016@rnbglobal.ac.in>

25 July 2018 at 19:13

Draft To: Ashish.Bhatia1@hdfcbank.com

Cc: bharathhdfcbank@gmail.com, Venktesh160786@gmail.com, offerletter@hdfcbank.com, Preemployment.Helpdesk@in.hdfcbank.com

Accepted.

[Quoted text hidden]






8/25/22, 1:16 PM

RNB Global University Mail - HDFC Bank Tentative Offer letter - Leeladhar Upadhyaya

on the contents of this message or any accompanying document is strictly prohibited and is unlawful. The organization is not responsible for any damage caused by a virus or alteration of the e-mail by a third party or otherwise.

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

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 Tentative Offer- Leeladhar Upadhyaya.pdf  
170K

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Leeladhar Upadhyay <leeladhar.upadhyay2016@rnbglobal.ac.in>  
To: Ashish.Bhatia1@hdfcbank.com

15 June 2018 at 11:13

Dear Sir,

Yes I accepted this offer letter.

Thank You

Regards

Leeladhar Upadhyay

[Quoted text hidden]



Grade	Trainee	Current Grade	XXXXXXXXXX
TOTAL COST OF EMPLOYMENT SALARY AND ALLOWANCES	Per Month	Annual	
Base Salary	7,500	90,000	
Lunch Allowances	910	10,920	
Conveyance Allowance	1,600	19,200	
Medical	1,250	15,000	
Other Allowance	12,840	154,080	
City Allowances	1,000	12,000	
<b>Total Gross ( A )</b>	<b>25,100</b>	<b>301,200</b>	
Provident Fund	900	10,800	
Super Annuation	0	0	
<b>Total Fixed Pay(B)</b>	<b>900</b>	<b>10,800</b>	
<b>GRAND TOTAL (A+B)</b>	<b>26,000</b>	<b>312,000</b>	

**Hospitalisation:** You will be entitled to the hospitalisation benefit under the hospitalisation scheme prevailing in the Bank which is currently 200000 p.a.

**Gratuity:** As per Gratuity Act.

**Superannuation:** Superannuation ( Applicable to employees in Band E4 and Above): The amount mentioned is the annual contribution to the Superannuation Fund, as per company policy. It is not a cash component of Salary. As per current policy the employee is required to work for minimum 5 years in Band E4 (Senior Manager) and above to qualify for the superannuation scheme.

**Performance Bonus:** As per Policy.

**NOTE:** Staff Loan is Applicable post confirmation.



OFFER LETTER

Date: 15/01/2018

Name: Sourabh Jain

We are pleased to offer you the position of Assistant Sales Manager in our organization. Following are the detailed conditions of your employment.

1. **Workplace Induction & Training:**

Induction to the position, the workplace environment and workplace procedures and policies will be provided.

Duration: 3-4 Days

Induction Location: Pune

2. **Job Location: PUNE**

After completion of induction & training you are required to commence work immediately at the given job location. Hence, you are required to bring along the mandatory documents/items at the time of Induction and Training itself.

(\*Job location mentioned is not permanent and may vary at any given period according to the market scenario.)

(\*Refer to serial no. 6 for List of Mandatory documents/items)

3. **Probation:**

You will be on probation for a period of 3 months respectively with the following fixed remuneration:

1<sup>st</sup> Month: Rs. 10,000/-

2<sup>nd</sup> Month: Rs. 15,000/-

3<sup>rd</sup> Month: Rs. 20,000/-

4. **Salary:**

Your Salary will be 3.60 lacs (2.4 LPA fixed + Variable) annually, paid in accordance with the organization's payroll procedures, which will commence from the 4<sup>th</sup> Month that is after the completion of Probation period.



Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060

Ph: 020 26835443

**5. Target:**

The target for each month will be communicated at the time of Induction and Training which will be linked to your salary.

**6. List of Mandatory documents/items:**

- a. Recent photographs – 2 Passport Size
- b. Aadhar Card
- c. Pan Card
- d. Laptop
- e. Smart phone- Android or iOS only.
- f. Bike (at the job location only)
- g. Valid Driving License copy
- h. Helmet (at the job location only)
- i. Vehicle registration copy
- j. PUC copy
- k. Character certificate from Training and Placement Department of your institution  
*(\*Note: if the mandatory items are not carried at the time of training/ job location, the employee will not be entertained)*

7. An amount of Rs. 1000/- to be paid at the time of Training as a security, which will be refunded in the third months' salary.

8. Formal appointment letter will be issued after the acceptance of this offer letter within a week of joining.

*Please return the duplicate copy of this letter, duly signed on the email id that is [hr@appealgroup.in](mailto:hr@appealgroup.in) in token of your acceptance.*

*Should you have any questions regarding this offer, please feel free to contact us.*

For Appeal Qualiserve

Employee Name:

Signature:


Sangvika Rajvanshi  
HR and Business Coordinator



Address:

IIIrd Floor, Citadel, Palace Orchard, Undri, Pune – 411060  
Ph: 020 26835443

## E Com Shipping Solutions P Ltd

Head Office: Deep Ganga House, A-60, Mahipalpur, New Delhi-110 037.

### Intimation to Appointment

Dear Ms Arti Rathi,

With reference to your application and subsequent interview we are pleased to inform you that you have been selected to be an employee of the Company.

As intimated to you during interview that you would be offered the position of Executive Human Resource. You will report at our head office located at Mahipalpur.

Your emoluments shall be 2.16 Lakhs per annum.

You are required to submit the following documents on the day of your joining and complete the formalities:

1. Xerox copies self-attested of Education/Professional/Technical Qualification (Class 10<sup>th</sup> Equivalent and above).
2. Documentary evidence of date of birth.
3. Document in support of residential address (Passport/Aadhar Card/Election Card).
4. Four latest passport size colour photographs.
5. Medical fitness certificate.
6. Joining report with Specimen Signatures.
7. Copy of PAN
8. Any other documents you wish to submit in support of appointment.

You are required to join the organization latest by 20<sup>th</sup> March'2017, 10 am failing which it shall be presumed that you are not interested in the offer which shall stand cancelled on 20<sup>th</sup> March'2017.

Congratulations.

Yours faithfully,  
for E Com Shipping Solutions Pvt. Ltd.

(Authorized Signatory)



13<sup>th</sup> February 2017

Ms. Preeti Rathi  
Near 15 No. school,  
Outside Jassusar Gate (Bikaner)

Dear Ms. Preeti,

Welcome to ICE !

We are pleased to utilize your professional services as "Management Trainee-Education" with ICE Creative Excellence Private Limited with effect from 21<sup>st</sup> February 2017 to 28<sup>th</sup> February 2018 at Delhi office on the following terms and conditions:

**Parties to the contract:**

ICE Creative Excellence Pvt. Ltd. (herein after referred to as "ICE"), a company incorporated under the Companies Act, 1956 having its Registered Office at Loadstar Building, Killick Nixon Compound, Saki Vihar Road, Near Chandivali Petrol Pump, Andheri (E), Mumbai - 400072 (which expression shall, unless it be repugnant to the context or meaning hereof, be deemed to mean and include its successors and assigns)

&

Ms. Preeti Rathi (hereinafter referred to as "Professional"), a citizen and resident of India having her residence at Near 15 No. School, Outside Jassusar Gate, Bikaner having PAN No. \_\_\_\_\_ (which expression shall, unless it be repugnant to the context or meaning hereof, be deemed to mean and include its successors and assigns)

**WHEREAS**

1. ICE is inter-alia engaged in the business of imparting training & education to aspirants who are keen to make career in media & entertainment industry.
2. The Professional represents that she is adequately qualified and also has the requisite experience in the field of marketing, skill to counsel, guide and enroll the students desirous of pursuing training on courses provided by ICE and other activities as defined from time to time which the Company has accepted.
3. The parties mutually agreed to enter into this contract, wherein Professional has agreed to provide her services as Management Trainee-Education based at our Delhi office as per the scope of work listed below and the Company agreed to obtain her services on the terms and conditions stated hereunder in this contract.

Now, therefore in consideration of the mutual agreements, covenants and conditions herein contained, ICE and Professional agreed as follows:



## 1. TERMS AND CONDITIONS

- 1.1. The effective date of this contract is from 21<sup>st</sup> February 2017 and this contract shall end on 28<sup>th</sup> February 2018, unless terminated by either party as per the provisions stated in point 5 below.
- 1.2. This contract can be renewed after the expiry on such conditions as mutually agreed by ICE and the professional.
- 1.3. That the Company will procure services of Professional as a Management Trainee-Education on an exclusive basis to the Company.

### 1.4. Responsibilities FOR PROFESSIONAL

- 1.4.1. The Professional understands and agrees that she owes to the Company an obligation to use her best efforts at all times.
- 1.4.2. The Professional hereby acknowledges that she is in a position of trust in performing the duties and would report to any person delegated by the company for the assignment.
- 1.4.3. She will report to **Ms. Anjali K Singh, Area Head – Delhi/NCR.**

### 1.5. THE SCOPE OF WORK

- 1.5.1. As Management Trainee-Education, she will be responsible and accountable for
  - 1.5.1.1. Portal wise Admission & Collection targets for Centre assigned.
  - 1.5.1.2. Regularly interfacing with School / College authorities, seeking permission to conduct activities as advised by Regional Head/ Centre Director from time to time.
  - 1.5.1.3. Lining-up of activities, Planning & managing the logistics of the same.
  - 1.5.1.4. Tele-calling Leads / Enquiries generated from various sources, obtaining Confirmations & ensuring their Attendance.
  - 1.5.1.5. Taking effective Presentation to Enquiries.
  - 1.5.1.6. Counseling & converting the Enquiry to enroll for the ideal Program as per ICE's guidelines.
  - 1.5.1.7. Will be required to travel outside base station for conducting activities to generate Business.
  - 1.5.1.8. Keeping Cost of Acquisition within prescribed limits.
  - 1.5.1.9. Keeping a close tab on Competition activities.
  - 1.5.1.10. Preparing and sending timely and accurate MIS Reports to management.



## 1.6. ICE GUIDELINES

- 1.6.1. She shall adhere to the quality standards defined for the role in true spirit and letter of integrity.
- 1.6.2. She will be continually measured on various counts like enrollments, counseling quality, revenue and collections. In case, ICE is not satisfied on above grounds, ICE would be authorized to take appropriate action.
- 1.6.3. In case of absence without notice in writing for more than 3 days, ICE may revoke the contract without notice.
- 1.6.4. The office timings for the professional will be 10.00 am to 06.00 pm on all six (6) days of the week, i.e., Monday to Saturday.
- 1.6.5. During the Period of professional contract, She will be entitled to only approved list of public holidays as announced from time to time. Any additional off day shall amount to deduction of professional fees on a pro-rata basis.

## 2. CONFIDENTIALITY

- 2.1. The Professional shall not disclose, use or provide any proprietary information, marketing strategies and other techniques and know-how related to the programs and any other information related to ICE to any third party.
- 2.2. The Professional shall not use the ICE's name and/or trademark except as provided by this contract. The Service Provider shall not use any signboard depicting ICE, unless authorized / permitted to do so.
- 2.3. Both parties agree that ICE shall be and shall always remain the sole owner of all Intellectual Property Rights in the material, content, training methodology, training formats and the Service Provider shall not do or permit to be done or cause to be done any act or thing in derogation of any of the rights of ICE or dispute or raise a counter claim to such rights at any time.
- 2.4. The Professional acknowledges and agrees that any Confidential Matter is for the Company's exclusive benefit and that both during his Consultancy with the Company and at all times thereafter, she will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company.
- 2.5. The Professional hereby undertakes that she has and will be having the confidential information in regard to projects of the Company and if she attempts to disseminate it or copy it or redesign or remake it or manipulate it in part or in full it will be a serious material breach during and after her tenure hereof and such breach shall be a serious criminal breach of trust.



### 3. INVENTIONS, TRADEMARKS, PATENTS AND OTHER INTELLECTUAL PROPERTY

The Professional expressly covenants and agrees that to the extent that the Professional generates intellectual property including but not limited to, copyrights, inventions, trademarks, and patents (collectively "Intellectual Property") during the course of his duties performed on behalf of the Company, she shall and hereby does convey, assign and transfer ownership to the Company of all such Intellectual Property.

Further, the Professional hereby acknowledges that she retains no rights whatsoever with respect to the above-stated Intellectual Property, including but not limited to any rights to reproduce, prepare derivative works, file applications and extensions, copy, distribute, exhibit, use and /or display publicly or otherwise, license or assign to any third party the right to do any of the foregoing.

### 4. VIOLATION OF INTELLECTUAL PROPERTY

The Professional undertakes that all the matters and materials that she uses and includes in her work with ICE will not violate or infringe upon the intellectual property of any other party. The Professional further covenants that she will take sole personal responsibility of any such violation or infringement and indemnify the Company of any damages arising thereof.

### 5. TERMINATION

5.1. This contract may be terminated before its expiry by either party by giving 15 days' notice or payment of equivalent monetary compensation in lieu of such notice to the other party. The Professional will be required to complete all the tasks assigned to her.

5.2. ICE shall be entitled to terminate this contract without any notice in special circumstances which would inter alia include:

5.2.1. Any financial or intellectual property related misappropriation or breach.

5.2.2. Breach of the confidentiality conditions of this contract

5.2.3. if you disregard your duties to the Company or are found guilty of mismanagement or misconduct or negligence

5.2.4. if you fail to observe the code of conduct/guidelines/ policies which you are required to follow as a professional providing services to the Company

5.2.5. if you violate any law of the land, rules or regulations of India or any other country, where you might be deputed for official purposes by the Company



5.2.6. if at any stage during your term, the Company finds out that any information provided and/or representation made by you at the time of joining the Company, on the faith of which the Company has recruited you, is false and/or misleading or in case of concealment of any material fact, which you ought to have disclosed prior to joining the Company.

5.3. During the term of this agreement and for a period of 5 years subsequent to the termination of this agreement, you shall not directly, indirectly, or through any other party solicit business conflicting with the interest of the company, from and/ or perform services from any existing or prospective customer of the Company irrespective of whether you had any contact with or exposure with such customer during the term of this agreement.

5.4. In case the Professional terminates the contract without notice or completion of assigned activities, ICE reserves the right to deduct/penalize up to 100% of the contract fee for the same

## 6. JURISDICTION

6.1. The parties agree and acknowledge that any dispute or controversy arising out of or relating to or concerning any act or term of this Contract or the parties Consultancy relationship shall be resolved as per **paragraph 7**, or in case of any unresolved differences, in a court of competent jurisdiction located within Mumbai as per law of the land (India).

6.2. In case of any breach of any term and conditions by any party, the other party will be also at an option to seek an ex- parte relief or injunction against the breaching party.

## 7. ARBITRATION

Any Dispute that is not settled to the satisfaction of the Parties by mutual negotiations shall be finally resolved by arbitration in accordance with the Indian Laws of Arbitration. Both the parties shall appoint one arbitrator each who in turn will appoint one arbitrator by the mutual consent. The Arbitration proceedings will be conducted in accordance with the Arbitration and Conciliation Act, 1996 or any other law, as in force on the date of proceedings. The place of arbitration shall be Mumbai.

## 8. SEVERABILITY

If any provision of this contract shall for any reason be held invalid, then the invalidity of such specific provision shall not be held to invalidate any other provisions of this contract, which shall, therefore, remain in full force and effect.

## 9. TRANSFER:

During the term of this contract, the management may transfer/depute you to any of the offices/ departments/ divisions of the company/ associate company, presently existing or to be set up in future in India or abroad, in its absolute discretion. You agree to travel/relocate to any location in India or abroad for official purposes as per the requirements of the Company.



## 10. NOTICES

All notices requested or communications permitted to be given hereunder by the parties hereto shall be made in writing and shall be deemed to be sufficiently given or made, upon being delivered personally or by registered post. All such notices, request or other communications shall be directed to the addresses set forth below, or at such other address as shall from time to time be notified to the other parties:

ICE Creative Excellence Private Limited  
**Corp Office** : Loadstar Bldg, Killick Nixon Compound, Saki Vihar Road,  
Nr. Chandivali Petrol Pump, Andheri (E), Mumbai-400072

And

Ms. Preeti Rathi  
Near 15 No. School,  
Outside Jassusar Gate, Bikaner.



## 11. ENTIRE CONTRACT

This Contract, set forth all the covenants and promises, agreements, conditions and understandings between the Company and the Professional concerning the subject matter hereof and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than are herein set forth.

IN WITNESS WHEREOF, the parties hereto have read and fully understood its contents and hereby agree to comply with its terms and conditions and have caused this Contract to be duly executed by their authorized representatives in the presence of witnesses on the date first above written.

We look forward to a long, successful and pleasant association!

For  
ICE Creative Excellence Private Limited

\_\_\_\_\_  
Authorized Signatory

Acknowledgement & Acceptance:

I, Ms. Preeti Rathi, have read and understood the above terms and conditions and hereby signify my acceptance to the same.

Signature: \_\_\_\_\_

ANNEXURE:

COMPENSATION AND BENEFITS

Your Total Compensation shall be as follows:

	Per Month	Per Annum
Professional Remuneration	25,000	3,00,000

\*In addition to the above, you will be eligible for conveyance reimbursements undertaken for official work and performance based incentives subject to actual performance upto Rs. 100000 annually and to be governed by incentive policy released from month to month basis.

\*All payments will be subject to statutory tax deductions as applicable

\*Pay outs shall happen monthly

I, **Preeti Rathi**, have read and understood the above terms and conditions and hereby signify my acceptance to the same.

Signature: \_\_\_\_\_



# TCI EXPRESS

LEADER IN EXPRESS

TCIEXP/HRD/XCRP/136512/2017

23<sup>rd</sup> May 2017

Mr. Ankit Sand,  
S/o Mr. Rajendra Kumar Sand,  
Near Hari Ram Ji Temple, Behind Vidhya Niketan School, Old Line, Gangashahar,,  
Bikaner- 334401  
Ph. No. +91 9782082004.

Subject: Offer of Appointment

Dear Ankit Sand,

With reference to your candidature and subsequent interview you had with us, we are pleased to offer you appointment in the services of the company as Territory Sales Officer (TSO) effective from 30<sup>th</sup> May, 2017 on mutually agreed terms and conditions.

Your initial place of posting will be at our TCI Express Mumbai Regional Office . You are required to report to: Mr. R.B.Yadav, RM - XMRO. In addition, your functional reporting would be to Mr. Manish Jain, GM-Sales & Marketing, TCI Express Corporate office.

Detailed appointment letter shall be given to you on your reporting.

Please submit following documents at the time of joining.

1. Photocopy of all education certificates along with original certificates
2. Experience certificates
3. Relieving letter from your present employer, if applicable
4. 3 passport size photographs
5. 2 references letter from persons of repute on non-judicial stamp of Rs.10/- along-with Xerox copy of their ID proofs.
6. Voter I Card copy/ Passport/ Aadhar Card/ Driving License.
7. Copy of passbook of Bank A/c in State Bank of India.
8. Non-Disclosure agreement on Non-Judicial stamp paper of Rs. 50 (Refer attached format)

This offer letter is subject to verification of antecedent & documents submitted by you. This offer & appointment shall stand cancelled in-case of unsuccessful verification at any point of your employment.

You are requested to report for joining along with above documents on 29<sup>th</sup> May, 2017 at 10.00 AM at our TCI Express Limited, TCI House, 69 Institutional Area, Sector-32, Gurugram - 122001. Ph. No – 0124-2384090-94.

Should you fail to report for joining as mentioned above, the offer for employment shall stand cancelled without making further reference in this regard, which may please be noted.

**Service Bond:** You will be on Service Bond for a period of 1 years duly accepted by you. You are not allowed to leave the Organization during the period of service bond. You will be required to give us salary equivalent to the residual period of your Service Bond or salary equivalent to six months whichever is higher in case you wish to leave during your Service Bond period.

You are requested to carefully read the Annexure II containing information about your joining & Induction.

  
Amresh Mishra

Ankit Sand



TCI Express Limited

CIN: U62200TG2006PLC061781

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, Haryana, India

Tel: +91-124-2384090-94 • Fax: +91-124-2382113 • Email: info@tclexpress.in • Website: www.tciexpress.in

Registered Office: Flat Nos. 306 & 307, 1-B-273, Third Floor, Ashoka Bhopool Chambers, S P Road, Secunderabad - 500003 • Tel: +91 40 27840104

A TCI Company

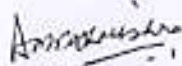
Scanned by CamScanner

Please return duplicate copy of this Offer Letter as a token of acceptance of the offer to the undersigned latest by 26<sup>th</sup> May, 2017.

Regards,

With Best Wishes,

For TCI Express Ltd.



Amresh Mishra  
AVP-HR

Encl: Annexure I (CTC Details)  
Annexure II (Details regarding Joining & Induction)



# TCI EXPRESS

LEADER IN EXPRESS

## (ANNEXURE-1: CTC DETAILS)

Category-D	Amount(Rs.)
Basic Salary	11200
House Rent Allowance (50% of Basic)	5600
Conveyance	1800
Regular Bonus	583
Special Allowances	4125
Provident Fund (12% of Basic)	1344
Group Personal Accident Insurance	19
Uniform	125
Medical Insurance	925
Gratuity	538
TOTAL	2951
Monthly CTC	26259
Gross salary per month	22725
Gross salary per annum	272700
Per Annum CTC	315114

Ankit Sand

Signature



TCI Express Limited

CIN: U62200TG2008PLC061781

Corporate Office: TCI House, Plot No. 69, Sector 32, Institutional Area, Gurugram - 122001, Haryana, India

Tel: +91-124-2384090-94 • Fax: +91-124-2382113 • Email: info@tcipress.in • Website: www.tcipress.in

Registered Office: Flat Nos. 306 & 307, 1-B-273, Third Floor, Ashoka Bhoopal Chambers, S P Road, Secunderabad - 500003 • Tel: +91 40 27840104

A TCI Company

## ANNEXURE-II (Joining & Induction)

### Submission of Documents

Please submit required documents as mentioned in the Offer letter (Sr. no. 1 to 7) on 29th May, 2017 between 10:00 AM – 2:00PM at our Corporate Office i.e. TCI House, 69, Institutional Area, Sector 32, Gurgaon – 122001.

### Travelling

- You will have to bear expenses incurred on travel while reporting for joining and induction
- Train ticket from Gurgaon to place of posting to be arranged by us

### Conveyance

- You shall be required to make your own arrangement to reach to the hotel as mentioned herein below
- Conveyance has been arranged to & fro from hotel to office and other facilities during induction programme.

### Stay & Accommodation:

Your accommodation is arranged at:

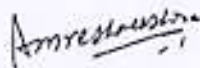
The accommodation arrangement would be intimated to you once we receive the Confirmation acceptance of this Offer from your end.

Check in time of hotel is After 1:00 PM on 29th May, 2017

- Necessary arrangement is made for stay breakfast & Dinner.
- Menu is fixed, you shall be required to bear expenses, if you order apart from fixed menu.
- You shall be required to clear your dues with hotel before checking out.

### Induction Programme

You will undergo Induction programme from 30th May,17 to 6<sup>th</sup> June,17 at our Corporate Office in Gurgaon and other offices/facilities around Delhi/NCR



Amresh Mishra

Ankit Sand





# Talent4Assure Assessment Services Pvt Ltd

March 25, 2017

**Dear Ankit,**  
S/o Shri Rajendra Kumar  
**Congratulations!**

As per our final interaction on 14<sup>th</sup> March, 2017, you have been selected as a part of Business Development Team in **Talent4Assure Assessment Services Private Limited** as an "**Business Development - Executive**". Your Joining Date is **3<sup>rd</sup> April, 2017 i.e., Monday.**

You have to report office at **10 A.M.**

**We are offering you INR 22,000/- as your monthly salary with respect to the target of INR 1,25,000.**

## TERMS AND CONDITIONS:

As per the discussion in the interview, the following terms & conditions agreed upon:

- At or Below 50% of the Target Achieved – 40% of the Fixed Salary
- Between 51% - 60% of the Target Achieved – 40% of the Fixed Salary + Travelling Allowance
- Between 61% - 80% of the Target Achieved – Full Salary + 5% Incentive
- Between 81% - 100% of the Target Achieved – Full Salary + 10% Incentive

This is a confirmation mail; once you acknowledge the same & submit your documents, you will get your offer letter released. On your joining date, please bring:

- (i) 3 Self-Photograph (passport size, colour photos with a white background)
- (ii) The originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, if any. Include your employee number with such previous employer(s) and salary slips.
- Proof of identity. Bring one of the following documents: passport, driving license, voter's Identification card, PAN card, or credit card with photograph.
- Proof of address. Bring one of the following documents: passport, driving license, voter's Identification Card.

**Note: You have to be formally dressed and please carry your laptop on the date of joining.**

**Warm Regards,**  
**Sheena Marwaha**  
**Senior Executive – Talent Acquisition**  
**+91 7290033805/ +919899282250**  
**[Sheena.marwaha@talent4assure.in](mailto:Sheena.marwaha@talent4assure.in)**





# वसति सिद्धि माईन्स

चिमापिक ग्रनाइट

ब्राम-साकदड़ा, जिला-पाली (राजस्थान)

क्रमांक :- क्रसिमा/0147

दिनांक 6/04/2017...

To,

Miss. Anmol Baid,  
Baidon ki pirol, Assaniyo ka chowk,  
Bikaner

6 April, 2017

**Subject: Job offer letter for the position of sales executive**

Dear Anmol,

This letter is in regards to the interview for which you appeared on 3 April, 2017 for the position of sales executive. We would like to congratulate you by bringing under your kind notice that you have been selected for the particular position and we are pleased to offer you the job.

Your date of joining would be from 10 April, 2017. You are requested to meet the HR department head and bring the necessary documents on the first day of joining:

1. ID proof
2. PAN card
3. Four passport size photographs
4. Duplicate copy of higher secondary, senior secondary and graduation mark sheet (s)
5. Proof of address and
6. Medical certificate

You will be under the probation period for the first two months during which you are not allowed to take any paid leave. **As per the agreement the company will be paying monthly salary of Rs. 18,000 and incentives based on your performance.** Timings of your job would be from 10 am to 5 pm. Please bring your own transport.

*J.P. choudhary*  
cont...2  
वसति सिद्धि माईन्स



(2)

During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff, which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

This letter of appointment has been issued to you on the understanding that there is nothing in your record which should have prevented the company to offer you an employment, if however it is found that your past record is objectionable or if any declaration given by you to the company prove false or you have willfully suppressed any material information, in such case you shall be liable for removal from the services of the company without any notice or compensation in lieu thereof.

I hope you agree to all the terms and conditions. We are confident enough that you will be able to contribute in the success of the organization.

Please send your consent within five days of generation of offer letter and return a duplicate copy of acceptance in same concern.

Looking forward to work with you.

Mridulla Solanki

Mridulla Solanki

(HR Manager)

J.P. Chaudhary  
यासो सिद्धी सिद्धी माईसा



For Office Use Only

ACCEPTED AND AGREED

Name: ANMOL GAID Sign: [Signature]

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



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

## OFFER LETTER

**Ms. Deeksha Bhura D/O Mr. Dalechand Bhura**

24<sup>th</sup> March 2017

Near Singhal hospital new lane,  
Gangashahar, Bikaner - 334401  
Mobile # +91 9782055404

Dear Ms. Deeksha

Congratulations on your appointment! We welcome you to **Premier** – *An innovation led company*, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

- DESIGNATION & FUNCTION:** You will be designated as **Management Trainee**.
- LOCATION & DATE OF JOINING:** You will be based at **Jodhpur, Rajasthan**. You will be required to join as early as possible, however not later than **03<sup>rd</sup> April 2017**. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
- PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.
- PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly, For PREMIER INFO ASSISTS PVT. LTD.

NAME \_\_\_\_\_  
HR MANAGER OPERATIONS SIGNING AUTHORITY

*Deeksha*



I ..... agree to accept employment on the terms and conditions

Mentioned in the above letter. I shall be reporting for duty on .....



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhokrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA

Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz

CIN: U72200MH2007PTC175593

24<sup>th</sup> March 2017

## Compensation & Benefits

Name	Ms. Deeksha Bhura	
Designation:	Management Trainee	
Location	Jodhpur, Rajasthan	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	2,40,000
Special Allowance	1,038	12,456
Monthly Gross	21,038	
Ex-Gratia Annual Bonus Including Incentive		22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>3,01,000</b>

HRA : Could be maximized to 50% of basic in metro and 40% in non metro.

PF/TDS : Will be deducted, if applicable.

Mediclaime : You will be covered under Mediclaime Policy upon completion of Probation Period.

Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* : You will be entitled for a bonus of Rs. 22,000/- upon successful completion of 1 year in the organization. This will be payable on forth coming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSIST'S PVT. LTD.

*Deeksha*  
Authorized Signatory



MANAGER HUMAN RESOURCES - SIGNING AUTHORITY

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

PERSONAL & CONFIDENTIAL

**Ms. Deeksha Bhura**

D/O Mr. Dal Chand Bhura

New Lane, near Singhal Hospital

Gangashahar, Bikaner, Rajasthan

Dated: 1<sup>st</sup> Feb 2017

**Subject: Offer Letter**

Ms. Deeksha,

Further to the interview at our office we are pleased to offer you the post of a Management Trainee with our Organization for looking after the Product portfolios.

You will be based at Delhi and would have to travel all over India in as per the requirement of the job. You are to join us latest by the 8<sup>th</sup> of Feb 2017. A 15 day leave period will be sanctioned for your final examination.

As discussed you will be paid a monthly stipend during the training which is also a probationary period of 6 months. The Company will provide for all your travelling expenses and is willing to provide an accommodation if you are willing to take it but boarding and all other expenses are to be borne by you.

After the probation period, if the performance is found satisfactory, you will be confirmed on the rolls of the Company as a permanent employee and your Salary would be enhanced.

A detailed Employment Letter would be issued to you at the time. Please bring all your original testimonials along and 8 photographs also a NOC from your Institute

Welcome to the Organization.

For RDM Care Pvt. Ltd.

Authorized Signatory





# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA

Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz

CIN: U72200MH2007PTC175593

## OFFER LETTER

Mr. Diwanshu Gaur S/O Mr. Deep Chand Gaur:  
A-102, Gandhi Colony, Pawaupuri  
Bikaner, Rajasthan - 334001  
Mobile # -91 8890269227

28<sup>th</sup> March 2017

**Dear Mr. Diwanshu**

Congratulations on your appointment! We welcome you to Premier - An innovation led company, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

**1. DESIGNATION & FUNCTION:** You will be designated as **Management Trainee**.

**2. LOCATION & DATE OF JOINING:** You will be based at **Navi Mumbai, Maharashtra**. You will be required to join as early as possible, however not later than **08<sup>th</sup> May 2017**. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.

**3. PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.

**4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.

**5. NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly, For PREMIER INFO ASSISTS PVT. LTD.

NAME Dr. Kishore  
HR MANAGER – OPERATIONS ASSIGNING RESPONSIBILITY



I, \_\_\_\_\_ agree to accept employment on the terms and conditions

Mentioned in the above letter. I shall be reporting for duty on \_\_\_\_\_

R.O.: 201-204, Building No. 5, Sector-3, Near Ramada Hotel, Millennium Business Park, Mahape,  
Navi Mumbai 400 710, INDIA Tel: +91 22 6609 8524 / 6609 8525 / 2778 2070



# Premier InfoAssists Pvt. Ltd.

Khajra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

28<sup>th</sup> March 2017

## Compensation & Benefits

Name	Mr. Diwanshu Gaur	
Designation:	Management Trainee	
Location	Navi Mumbai, Maharashtra	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	240,000
Special Allowance	1,038	12,456
Monthly Gross	21,038	
Ex-Gratia Annual Bonus Including Incentive		22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>301,000</b>

HRA : Could be maximized to 50% of basic in metro and 40% in non metro.

PF/EDS : Will be deducted, if applicable.

Mediclaim : You will be covered under Mediclaim Policy upon completion of Probation Period.

Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* : You will be entitled for a bonus of Rs. 22,000 - upon successful completion of 1 year in the organization. This will be payable on forth coming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For: PREMIER INFO ASSISTS PVT. LTD.

  
Authorized Signatory

MANAGER/HEMAN RESOURCES - SIGNING AUTHORITY  
Date: \_\_\_\_\_



PERSONAL & CONFIDENTIAL



## Talent4Assure Assessment Services Pvt Ltd

March 25, 2017

Dear **Diwanshu**,  
S/o Shri **DeepChand Gaur**  
**Congratulations!**

As per our final interaction on 14<sup>th</sup> March, 2017, you have been selected as a part of Business Development Team in **Talent4Assure Assessment Services Private Limited** as an "**Business Development - Executive**". Your Joining Date is **3<sup>rd</sup> April, 2017 i.e., Monday**.

You have to report office at **10 A.M.**

We are offering you **INR 22,000/-** as your monthly salary with respect to the target of **INR 1,25,000**.

### TERMS AND CONDITIONS:

As per the discussion in the interview, the following terms & conditions agreed upon:

- At or Below 50% of the Target Achieved – 40% of the Fixed Salary
- Between 51% - 60% of the Target Achieved – 40% of the Fixed Salary + Travelling Allowance
- Between 61% - 80% of the Target Achieved – Full Salary + 5% Incentive
- Between 81% - 100% of the Target Achieved – Full Salary + 10% Incentive

This is a confirmation mail; once you acknowledge the same & submit your documents, you will get your offer letter released. On your joining date, please bring:

- (i) 3 Self-Photograph (passport size, colour photos with a white background)
- (ii) The originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, if any. Include your employee number with such previous employer(s) and salary slips.
- Proof of identity. Bring one of the following documents: passport, driving license, voter's Identification card, PAN card, or credit card with photograph.
- Proof of address. Bring one of the following documents: passport, driving license, voter's Identification Card.

**Note: You have to be formally dressed and please carry your laptop on the date of joining.**

Warm Regards,  
**Sheena Marwaha**  
Senior Executive – Talent Acquisition  
**+91 7290033805/ +919899282250**  
[Sheena.marwaha@talent4assure.in](mailto:Sheena.marwaha@talent4assure.in)





# Talent4Assure Assessment Services Pvt Ltd

March 25, 2017

Dear Madan,  
S/o Shri Siya Nandan Sah  
Congratulations!

As per our final interaction on 14<sup>th</sup> March, 2017, you have been selected as a part of Business Development Team in Talent4Assure Assessment Services Private Limited as an "Business Development - Executive". Your Joining Date is 3<sup>rd</sup> April, 2017 i.e., Monday.

You have to report office at 10 A.M.

We are offering you INR 22,000/- as your monthly salary with respect to the target of INR 1,25,000.

## TERMS AND CONDITIONS:

As per the discussion in the interview, the following terms & conditions agreed upon:

- At or Below 50% of the Target Achieved – 40% of the Fixed Salary
- Between 51% - 60% of the Target Achieved – 40% of the Fixed Salary + Travelling Allowance
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This is a confirmation mail; once you acknowledge the same & submit your documents, you will get your offer letter released. On your joining date, please bring:

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- Relieving letter or resignation acceptance letter from your most recent employer, if any. Include your employee number with such previous employer(s) and salary slips.
- Proof of identity. Bring one of the following documents: passport, driving license, voter's Identification card, PAN card, or credit card with photograph.
- Proof of address. Bring one of the following documents: passport, driving license, voter's Identification Card.

**Note: You have to be formally dressed and please carry your laptop on the date of joining.**

Warm Regards,  
Sheena Marwaha  
Senior Executive – Talent Acquisition  
+91 7290033805/ +919899282250  
[Sheena.marwaha@talent4assure.in](mailto:Sheena.marwaha@talent4assure.in)



MIND IT PROMOTIONS LLP

Joining Date:

OFFER LETTER

Dear,

This has reference to the interview you had with us. We are pleased to inform that you will like to be a member of our Team (MIND IT PROMOTIONS LLP). We are offering you a position of Area Sales Manager. Your annual gross salary on the basis of **Cost of the Company will be Rs. 2.4 Lakh (Two Lakh Forty Thousand Rupees Only)** per annum, all inclusive in hand (total CTC). We expect you to join us. This position offered subject to satisfactory reference of 2 days training period in jaipur. In this time period your performance will be reviewed.

We welcome you and are delighted that you have chosen to be a part of our team. We hope your association with us will be mutually pleasant and fulfilling.

Thanks,

Priyanka Gupta (HR MANAGER)

Contact no. : 9119114432



### CANDIDATE DETAILS

S NO.	NAME	DESIGNATION	LOCATION	SALARY	JOINING DATE
1	Anmol Baid	PRO cum Area Sales Manager	Bikaner	20,000	1 <sup>st</sup> May 2017
2	Vikas Sharma	Area Sales Manager	Bikaner	20,000	1 <sup>st</sup> May 2017
3	Nikhil Kumar Bihani	Area Sales Manager	Bikaner	20,000	1 <sup>st</sup> May 2017
4	Varun Kumar	Area Sales Manager	Bikaner	20,000	1 <sup>st</sup> May 2017





## BIKAJI FOODS INTERNATIONAL LIMITED

F/196-199, Dichtwal Industrial Area, Bikaner-334006 (Raj.)

### OFFER LETTER

BFIL/2016-17/HRD-09

Date: March 23, 2017

**Dear Nikhil Kumar Bihani**

Welcome to the family of 'Bikaji Foods International Ltd'.

Congratulation, we are pleased to inform that you have been selected for Sales-Executive, your job profile will be given to you on your joining day with all KRA's. You will report to Manager-Marketing. After a week of joining, management will provide you an appointment letter. You are not allowed to misuse by showing this offer letter anywhere else.

On your joining day come at 10:30AM, bring your Photos, ID proof, Documents and meet to HR department to understand your KRA's.

We are confident you will be able to make a significant contribution to the success of our company. And look forward to working with you in enthusiastic way.

In token of your acceptance of this letter, kindly sign & return the duplicate copy at the earliest in 5 days via email id [hr@bikajifoods.com](mailto:hr@bikajifoods.com) & [deepak@bikajifoods.com](mailto:deepak@bikajifoods.com) and bring the original to the undersigned on the day of your joining.

We welcome you as team.

FOR BIKAJI FOODS INTERNATIONAL LIMITED

  
(HR MANAGER)  
PARUL ARORA



For Office Use Only

ACCEPTED AND AGREED

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

Name \_\_\_\_\_ Sign: \_\_\_\_\_



# Talent4Assure Assessment Services Pvt Ltd

March 25, 2017

Dear Varun,  
S/o Shri Narayan Das  
Congratulations!

As per our final interaction on 14<sup>th</sup> March, 2017, you have been selected as a part of Business Development Team in Talent4Assure Assessment Services Private Limited as an "Business Development - Executive". Your Joining Date is 3<sup>rd</sup> April, 2017 i.e., Monday.

You have to report office at **10 A.M.**

We are offering you INR 22,000/- as your monthly salary with respect to the target of INR 1,25,000.

## TERMS AND CONDITIONS:

As per the discussion in the interview, the following terms & conditions agreed upon:

- At or Below 50% of the Target Achieved – 40% of the Fixed Salary
- Between 51% - 60% of the Target Achieved – 40% of the Fixed Salary + Travelling Allowance
- Between 61% - 80% of the Target Achieved – Full Salary + 5% Incentive
- Between 81% - 100% of the Target Achieved – Full Salary + 10% Incentive

This is a confirmation mail; once you acknowledge the same & submit your documents, you will get your offer letter released. On your joining date, please bring:

- (i) 3 Self-Photograph (passport size, colour photos with a white background)
- (ii) The originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, if any. Include your employee number with such previous employer(s) and salary slips.
- Proof of identity. Bring one of the following documents: passport, driving license, voter's Identification card, PAN card, or credit card with photograph.
- Proof of address. Bring one of the following documents: passport, driving license, voter's Identification Card.

**Note: You have to be formally dressed and please carry your laptop on the date of joining.**

Warm Regards,  
Sheena Marwaha  
Senior Executive – Talent Acquisition  
+91 7290033805/ +919899282250  
[Sheena.marwaha@talent4assure.in](mailto:Sheena.marwaha@talent4assure.in)



# SUN SHINE FOOD PRODUCTS

F-88-89, Bichhwal Industrial Area, BIKANER- 334 006  
Ph. 0151-2225232, Fax : 0151-2250056  
e-mail : bcson @sancharnet.in

MS. RAJSHREE VYAS.

DATE- 03/04/17

JNV COLONY  
BIKANER

## Offer Letter

Dear Ms. RAJSHREE

With reference to your application and the subsequent discussion you had with us, We are pleased to offer you the position of HR Executive in our organization.

You will be paid annually Net Salary of Rs 168000/- . Your daily field working allowances as Travelling Fare will be as per the attachments (if applicable).

Please confirm your Joining Date Immediately.

Please send below mentioned Pre-Employment documents within 7 days of your acceptance.

### Employment Documents:-

1. Photocopy of Educational Certificates (X, XII, Graduation, Diploma, Post Graduation, etc.)
2. Photocopy of Experience Letter / Appointment Letter / Relieving Letter, etc.
3. Photocopy of Identity Proof (PAN Card / Aadhar Card / Driving License, etc.)
4. Photocopy of Permanent Address Proof ( Voter ID / Aadhar Card / Passport, etc.)
5. Latest 3 Passport size Photograph.
6. One cancelled cheque of your Bank Account and photocopy of Bank Pass Book.
7. Photocopy of PAN Card (TDS @ 10 % will be deducted on aforesaid Salary).
8. In absence of PAN Card, TDS @ 20 % will be deducted.

Kindly submit a duplicate copy of this letter with all documents as a token of your acceptance of the offer and also mention your expected Date of Joining. Alternatively you may email [hr@bhikharamchandmal.in](mailto:hr@bhikharamchandmal.in) in your confirmation immediately.

In case of any clarification, you may revert back or call at 094141-43043.

Wish you Good Luck.

Sunshine Food Products  
Bichhwal Industrial Area  
Bikaner





# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur - 342013, Rajasthan - INDIA

Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz

CIN: U72200MH2007PTC175593

## OFFER LETTER

Mr. Sachin Sarda S/O Mr. Anil Kumar Sarda

28<sup>th</sup> March 2017

Outside Jassusar gate, Bikaner,

Rajasthan - 334001

Mobile # +91 9024190729

**Dear Mr. Sachin**

Congratulations on your appointment! We welcome you to Premier – *An innovation led company*, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

**1. DESIGNATION & FUNCTION:** You will be designated as **Management Trainee**.

**2. LOCATION & DATE OF JOINING:** You will be based at **Navi Mumbai, Maharashtra**. You will be required to join as early as possible, however not later than **08<sup>th</sup> May 2017**. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.

**3. PROBATION PERIOD:** You will be on probation for a period of **90 days** from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another **90 days**.

**4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.

**5. NOTICE PERIOD:** During the probation period you can be terminated upon **1 day** notice. This contract of employment is terminable by either party by giving **two month (60 days)** notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly, For PREMIER INFO ASSISTS PVT. LTD.

*Bhabhede*

NAME \_\_\_\_\_  
HR MANAGER - OPERATIONS / SIGNING AUTHORITY



I, \_\_\_\_\_ agree to accept employment on the terms and conditions

Mentioned in the above letter. I shall be reporting for duty on \_\_\_\_\_

**R.O.:** 201-204, Building No. 5, Sector-3, Near Ramada Hotel, Millennium Business Park, Mahape, Navi Mumbai 400 710, INDIA Tel: +91 22 6609 8524 / 6609 8525 / 2778 2070



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

28<sup>th</sup> March 2017

## Compensation & Benefits

Name	Mr. Sachin Sarda	
Designation:	Management Trainee	
Location	Navi Mumbai, Maharashtra	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	240,000
Special Allowance	1,038	12,456
Monthly Gross:	21,038	
Ex-Gratia Annual Bonus Including Incentive		22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>301,000</b>

HRA - Could be maximized to 50% of basic in metro and 40% in non metro.

PF/TDS - Will be deducted, if applicable.

Mediclaime - You will be covered under Mediclaime Policy upon completion of Probation Period.

Gratuity\* - Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* - You will be entitled for a bonus of Rs. 22,000/- upon successful completion of 1 year in the organization. This will be payable on forthcoming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSIST'S PVT. LTD.

  
Authorized Signatory

MANAGER HUMAN RESOURCES SIGNING AUTHORITY  
Date: \_\_\_\_\_



PERSONAL & CONFIDENTIAL



Letter of Intent

Dear Mr./Ms. Sachin Larda,

We are delighted to offer you the position of Associate Financial Consultant with our Consulting Division, the place of posting shall be at Indore (M.P). You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent:

Joining date: May 2017

Gross yearly package: 2,53,616/- (INR), Annexure 'A' attached,

**Probation:** On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

During your Probation Period a sum of Rs.3,000/- will be deducted from your salary as retention amount which will be effective from first month. You shall be entitled to receive the retention amount in 13<sup>th</sup> month of your service only i.e after completion of 1 year in the Company. In case of resignation or termination before 1 year the said amount is liable to be forfeited.

**Separation:** You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. Your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1copy)
2. ID Proof (AADHAR Card, PAN card, Driving License, Voter ID)- Three copies each
3. Copy of Bank pass book
4. Passport size photographs – Six Nos. (Colored)

For Epic Research (P) Ltd.

People Development Group



With the signature below, I accept this offer for employment

Name

Date

## Salary Details for Associate Financial Consultant (AFC)

### Annexure 'A'

Candidates name:	
Position offered:	
Joining date:	

Fixed Components	Monthly	Annual
Basic	7,800	93,600
Conveyance	356	4,272
Attendance allowance	1,000	12,000
Variance Components		
Key Performance Indicators	4,000	48,000
Loyalty Bonus	-	11,000
*Monthly performance incentives (Special Inducements)	-	72,000*
Retirement benefits		
Provident fund (Employer's Contribution)	1,062	12,744
<b>Total CTC</b>	<b>14,218/-</b>	<b>2,53,616/-</b>

#### Important terms:

- KPI and monthly\* performance incentives will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- As per the Corporate policy, for 03 months: 11,218/- will be paid as stipend, later from the 4<sup>th</sup> month KPI will be the variable component and EPF contribution will be followed.
- Retention amount of Rs. 9000/- will be paid out in 13<sup>th</sup> month of your service.
- Loyalty bonus will be paid out in the 13<sup>th</sup> month of your service
- Your salary structure is subject to revision based on notifications received from Labor Department.
- Employee Contribution to PF of Rs 936/- will be deducted from your Gross salary.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at [hr@epicresearch.co](mailto:hr@epicresearch.co)
- This appointment will be subject to you being found medically fit. (Medical certificate to be provided at the time of joining)
- You are not planning for any higher studies which would force you to quit the job during the Service Agreement of 1 year.
- For any further queries you can reach us at 7869961117.



**Accepted By**

(Name, Contact number and signature of candidate)



EPIC RESEARCH PVT. LTD.

411 Milind Manor  
2 RNT Marg  
Indore 452001 M.P, India

Phone: 731-6642300  
Web: www.epicresearch.co  
E-mail: info@epicresearch.co  
CIN-U74200MP2012PTC028897



Letter of Intent

Dear Mr./Ms. Sachin Sarda,

We are delighted to offer you the position of Associate Financial Consultant with our Consulting Division, the place of posting shall be at Indore (M.P). You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent:

Joining date: May 2014

Gross yearly package: 2,53,616/- (INR), Annexure 'A' attached,

**Probation:** On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

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**Separation:** You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. Your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1copy)
2. ID Proof (AADHAR Card, PAN card, Driving License, Voter ID)- Three copies each
3. Copy of Bank pass book
4. Passport size photographs – Six Nos. (Colored)



For Epic Research (P) Ltd,

People Development Group



With the signature below, I accept this offer for employment

Name

Date

## Salary Details for Associate Financial Consultant (AFC)

### Annexure 'A'

Candidates name:	
Position offered:	
Joining date:	

Fixed Components	Monthly	Annual
Basic	7,800	93,600
Conveyance	356	4,272
Attendance allowance	1,000	12,000
<b>Variance Components</b>		
Key Performance Indicators	4,000	48,000
Loyalty Bonus	-	11,000
*Monthly performance incentives (Special Inducements)	-	72,000*
<b>Retirement benefits</b>		
Provident fund (Employer's Contribution)	1,062	12,744
<b>Total CTC</b>	<b>14,218/-</b>	<b>2,53,616/-</b>

#### Important terms:

- KPI and monthly\* performance incentives will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- As per the Corporate policy, for 03 months: 11,218/- will be paid as stipend, later from the 4<sup>th</sup> month KPI will be the variable component and EPF contribution will be followed.
- Retention amount of Rs. 9000/- will be paid out in 13<sup>th</sup> month of your service.
- Loyalty bonus will be paid out in the 13<sup>th</sup> month of your service
- Your salary structure is subject to revision based on notifications received from Labor Department.
- Employee Contribution to PF of Rs 936/- will be deducted from your Gross salary.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at [hr@epicresearch.co](mailto:hr@epicresearch.co)
- This appointment will be subject to you being found medically fit. (Medical certificate to be provided at the time of joining)
- You are not planning for any higher studies which would force you to quit the job during the Service Agreement of 1 year.
- For any further queries you can reach us at 7869961117.



**Accepted By**

(Name, Contact number and signature of candidate)

**LETTER OF INTENT**

Dear Sachin Kumar Sarda

Subsequent to your interview with us at Policybazaar, we are pleased to offer you the position of

Associate Sales Consultant with effect from 8th May 2017  
(CC)

You are required to report atsharp, at 9:00am for your joining formalities. The address where you need to report to is as mentioned below:

**Policy Bazaar.com**  
Building No 123, [2<sup>nd</sup> Basement, GANGS ROOM]  
Sector 44, Gurgaon  
Haryana - 122001

Landmark-behind Hotel Ramada  
Nearest Metro Station: HUDA City Center Metro Station (Last Terminal Station on the Yellow Line)

**ORIGINAL and PHOTOCOPY of the below mentioned documents to be brought on the first day of joining**

S No	Original Documents Details	No of copies
1	Class X pass out certificate and Marksheet	2
2	Class XII pass out certificate and Marksheet	2
3	Graduation degree/provisional certificate	2
4	Post Graduation degree/provisional certificate	2
5	PAN card	2
6	Aadhaar card	2
7	Last organization - Service/ Relieving letter	2
8	Salary Slips last 3 months	2
9	Passport size color photos	6

- Please carry date of birth proof of your mother, father, nominee with ID Proof.
- Bank account details of any existing account (Bank A/c number, Name as in bank account)
- Unique identification number (UAN) and PF account number of the previous employer.

Please ensure that you carry all the above mentioned documents, failing to submit will lead to postponement in some cases cancellation of your joining.

Your appointment is subject to employment verification.

If you have an HDFC Bank Account, please get account no with IFSC details; otherwise you are required to get address proof for opening bank account.

For any query related to Induction, please reach out to the following:

- Rahul Singh: +91 8800732196

*Henry - 9716822519*

For any query related to Joining/HR, please reach out to the following:

- hr@policybazaar.com

Looking forward to having a wonderful relationship with us at PolicyBazaar.com

Thanks & Regards,

Recruitment Team  
Human Resources  
PolicyBazaar.com

Ph no: 0124-4769/505/519/ +91-8800732196





# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

## OFFER LETTER

Ms. Sonali Bhansali D/O Mr. Kamal Bhansali  
Sohanlal Kamalchand Bhansali, Opposite Bothra charitable trust,  
Newlite, Gandhichowek, Gangashahar, Bikaner - 334401  
Mobile # +91 9782768403

24<sup>th</sup> March 2017

**Dear Ms. Sonali**

Congratulations on your appointment! We welcome you to **Premier – An innovation led company**, wishing you a long and meaningful career with us.

**COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to you is enclosed.

- 1. DESIGNATION & FUNCTION:** You will be designated as **Management Trainee**.
- 2. LOCATION & DATE OF JOINING:** You will be based at **Jodhpur, Rajasthan**. You will be required to join as early as possible, however not later than **03<sup>rd</sup> April 2017**. If you do not join your duty on the said date, this offer letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
- 3. PROBATION PERIOD:** You will be on probation for a period of 90 days from the date of your appointment. If, in the opinion of the Company, you are found suitable for the post in which you are appointed, you will be confirmed else it may be extended to another 90 days.
- 4. PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.
- 5. NOTICE PERIOD:** During the probation period you can be terminated upon 1 day notice. This contract of employment is terminable by either party by giving two month (60 days) notice on confirmation. Either party is not bound to give any reason thereof.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining.

This offer of employment is conditional to the satisfactory completion of all regulatory / background checks and medical / Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

We once again welcome you to Premier and wish you a long and a fulfilling career with us.

Yours truly,  
For PREMIER INFO ASSISTS PVT. LTD.

NAME \_\_\_\_\_  
HR MANAGER - OPERATIONS / **TRAINING AUTHORITY**



I ..... agree to accept employment on the terms and conditions

Mentioned in the above letter. I shall be reporting for duty on .....



# Premier InfoAssists Pvt. Ltd.

Khasra # 47-50, Bhakrasni Road, Pali Highway, Jodhpur – 342013, Rajasthan - INDIA  
Tel: +91 291 665 1200, Fax: +91 291 272 4178, Email: info@premierinfo.biz  
CIN: U72200MH2007PTC175593

24<sup>th</sup> March 2017

## Compensation & Benefits

Name	Ms. Sonali Bhansali	
Designation:	Management Trainee	
Location	Jodhpur, Rajasthan	
Compensation Details	Monthly Amount (in Rs.)	Annualized Amount (in Rs.)
Basic Salary	20,000	2,40,000
Special Allowance	1,038	12,456
Monthly Gross	21,038	
Ex-Gratia Annual Bonus Including Incentive		22,000
Retirals*		
Gratuity	962	11,544
Medical Insurance		
		15,000
<b>TOTAL ANNUAL CTC (in Rs.)</b>		<b>3,01,000</b>

HRA : Could be maximized to 50% of basic in metro and 40% in non metro.

PF-TDS : Will be deducted, if applicable.

Mediclaim : You will be covered under Mediclaim Policy upon completion of Probation Period.

Gratuity\* : Gratuity will be paid on accrued basis at time of relieving from our company.

Bonus\* : You will be entitled for a bonus of Rs. 22,000/- upon successful completion of 1 year in the organization. This will be payable on forthcoming Diwali after completion of the first year. However in case you are not able to complete 1 year in the organization you will not be entitled for this bonus.

For PREMIER INFO ASSISTS PVT. LTD.

  
Authorised Signatory



MANAGER HUMAN RESOURCES / SIGNING AUTHORITY  
Date: \_\_\_\_\_

PERSONAL & CONFIDENTIAL

**Letter of Intent**

Dear Mr./Ms. S. Venkatesh Ramesh,

We are delighted to offer you the position of Associate Financial Consultant with our Consulting Division, the place of posting shall be at Indore (M.P). You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent:

Joining date: May 2017

Gross yearly package: 2,53,616/- (INR), Annexure 'A' attached,

**Probation:** On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

During your Probation Period a sum of Rs.3,000/- will be deducted from your salary as retention amount which will be effective from first month. You shall be entitled to receive the retention amount in 13<sup>th</sup> month of your service only i.e after completion of 1 year in the Company. In case of resignation or termination before 1 year the said amount is liable to be forfeited.

**Separation:** You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. Your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1copy)
2. ID Proof (AADHAR Card, PAN card, Driving License, Voter ID)- Three copies each
3. Copy of Bank pass book
4. Passport size photographs – Six Nos. (Colored)



For Epic Research (P) Ltd.

People Development Group

With the signature below, I accept this offer for employment

Name \_\_\_\_\_

Date \_\_\_\_\_

## Salary Details for Associate Financial Consultant (AFC)

### Annexure 'A'

Candidates name:	
Position offered:	
Joining date:	

Fixed Components	Monthly	Annual
Basic	7,800	93,600
Conveyance	356	4,272
Attendance allowance	1,000	12,000
Variance Components		
Key Performance Indicators	4,000	48,000
Loyalty Bonus	-	11,000
*Monthly performance incentives (Special Inducements)	-	72,000*
Retirement benefits		
Provident fund (Employer's Contribution)	1,062	12,744
<b>Total CTC</b>	<b>14,218/-</b>	<b>2,53,616/-</b>

#### Important terms:

- KPI and monthly\* performance incentives will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- As per the Corporate policy, for 03 months: 11,218/- will be paid as stipend, later from the 4<sup>th</sup> month KPI will be the variable component and EPF contribution will be followed.
- Retention amount of Rs. 9000/- will be paid out in 13<sup>th</sup> month of your service.
- Loyalty bonus will be paid out in the 13<sup>th</sup> month of your service
- Your salary structure is subject to revision based on notifications received from Labor Department.
- Employee Contribution to PF of Rs 936/- will be deducted from your Gross salary.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at [hr@epicresearch.co](mailto:hr@epicresearch.co)
- This appointment will be subject to you being found medically fit. (Medical certificate to be provided at the time of joining)
- You are not planning for any higher studies which would force you to quit the job during the Service Agreement of 1 year.
- For any further queries you can reach us at 7869961117.

Accepted By



(Name, Contact number and signature of candidate)



DB. CORP. LTD. (RADIO DIVISION)  
CORPORATE OFFICE-DELHI



**NAME:** Uma Sharma  
**DESIGNATION:** Radio Jockey  
**DEPARTMENT:** Programming  
**GRADE:** E 2  
**DOJ:** 18-Mar-17  
**LOCATION:** BIKANER

	PARTICULARS	Amount w.e.f. DOJ	
		Monthly	Annual
	<b>SALARY PAYMENT MONTHLY</b>		
	Basic	5,150	61,800
	HRA	2,060	24,720
	Medical Allowance	1,250	15,000
	Children Education Allowance	200	2,400
	Conveyance Allowance	1,600	19,200
	Advance Against Bonus	601	7,212
	Special Allowance	4,803	57,631
<b>A1</b>	<b>TOTAL (A1)</b>	<b>15,664</b>	<b>187,963</b>
	<b>SALARY PAYMENT ANNUAL</b>		
<b>A2</b>	Ex Gratia	429	5,148
	<b>TOTAL A (A1+A2)</b>	<b>16,092</b>	<b>193,111</b>
	<b>BENEFITS</b>		
<b>B2</b>	Mediclaim Premium for self & family	208	2,500
	<b>Total B (B1+B2)</b>	<b>208</b>	<b>2,496</b>
	<b>RETIRAL BENEFITS</b>		
	Gratuity (As per norms)	248	2,973
<b>C</b>	Employer contribution to Provident fund	618	7,416
	<b>Total (C)</b>	<b>865</b>	<b>10,389</b>
	<b>Fixed CTC (A+B+C)</b>	<b>17,167</b>	<b>206,000</b>

- \* The above excludes GPAI which is Four times of the Fixed CTC.
- \* Gratuity will be paid as per Payment of Gratuity Act.
- \* You CTC will be revised to 246,000 per annum w.e.f. 1st July, 2017.

Vishal Mittal  
18/3/17



EPIC RESEARCH PVT. LTD.

411 Plinda Manor  
2 RNT Marg  
Indore-452008 M.P. India

Phone: 731-6642300  
Web: www.epicresearch.co  
Email: info@epicresearch.co  
CIN-U74200MP2013PTC028897



Letter of Intent

Dear Mr./Ms. Uma Sharma,

We are delighted to offer you the position of Associate Financial Consultant with our Consulting Division, the place of posting shall be at Indore (M.P). You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent:

Joining date: May 2017

Gross yearly package: 2,53,616/- (INR), Annexure 'A' attached,

**Probation:** On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will be deemed to be confirmed, unless you are informed in writing otherwise, EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

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Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

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1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1copy)
2. ID Proof (AADHAR Card, PAN card, Driving License, Voter ID)- Three copies each
3. Copy of Bank pass book
4. Passport size photographs - Six Nos. (Colored)

For Epic Research (P) Ltd.

People Development Group

With the signature below, I accept this offer for employment

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



## Salary Details for Associate Financial Consultant (AFC)

### Annexure 'A'

Candidates name:	
Position offered:	
Joining date:	

Fixed Components	Monthly	Annual
Basic	7,800	93,600
Conveyance	356	4,272
Attendance allowance	1,000	12,000
<b>Variance Components</b>		
Key Performance Indicators	4,000	48,000
Loyalty Bonus	-	11,000
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<b>Total CTC</b>	<b>14,218/-</b>	<b>2,53,616/-</b>

#### Important terms:

- KPI and monthly\* performance incentives will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- As per the Corporate policy, for 03 months: 11,218/- will be paid as stipend, later from the 4<sup>th</sup> month KPI will be the variable component and EPF contribution will be followed.
- Retention amount of Rs. 9000/- will be paid out in 13<sup>th</sup> month of your service.
- Loyalty bonus will be paid out in the 13<sup>th</sup> month of your service
- Your salary structure is subject to revision based on notifications received from Labor Department.
- Employee Contribution to PF of Rs 936/- will be deducted from your Gross salary.
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at [hr@epicresearch.co](mailto:hr@epicresearch.co)
- This appointment will be subject to you being found medically fit. (Medical certificate to be provided at the time of joining)
- You are not planning for any higher studies which would force you to quit the job during the Service Agreement of 1 year.
- For any further queries you can reach us at 7869961117.



Accepted By

(Name, Contact number and signature of candidate)





# ग्रामिण सिद्धि मार्ट्स

वित्तीय प्रशासक

100x100 ग्राम-साफदहा, जिला-पानी (राजस्थान) 100x100

दस्तावेज :- पत्रसिमा/0148

दिनांक .....

To,

Miss. Sunita Siyag,  
Old Chungi Chowki, Gajner Road,  
Bikaner

6 April, 2017

Subject: Job offer letter for the position of sales executive

Dear Sunita,

This letter is in regards to the interview for which you appeared on 3 April, 2017 for the position of sales executive. We would like to congratulate you by bringing under your kind notice that you have been selected for the particular position and we are pleased to offer you the job.

Your date of joining would be from 10 April, 2017. You are requested to meet the HR department head and bring the necessary documents on the first day of joining:

1. ID proof
2. PAN card
3. Four passport size photographs
4. Duplicate copy of higher secondary, senior secondary and graduation mark sheet (s)
5. Proof of address and
6. Medical certificate

You will be under the probation period for the first two months during which you are not allowed to take any paid leave. As per the agreement the company will be paying **monthly salary of Rs. 18,000** and incentives based on your performance. Timings of your job would be from 10 am to 5 pm. Please bring your own transport.

*J.P. Chaudhary* cont...2  
वित्तीय प्रशासक

पं.प्रा.सं.सं.सं.

उत्तम क्वालिटी, ग्राहक सन्तुष्टी एवं वाजिब दाम ही हमारी प्राथमिकता है।



**EPIC RESEARCH PVT. LTD.**

411 Minda Manor  
2 RNT Marg  
Indore 452001 M.P. India

Phone: 731-6642300  
Web: www.epicresearch.co  
E-mail: info@epicresearch.co  
CIN: U74200MP2012PTC028897



**Letter of Intent**

Dear Mr./Ms. Vikas Sharma.

We are delighted to offer you the position of Associate Financial Consultant with our Consulting Division, the place of posting shall be at Indore (M.P). You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent:

Joining date: May 2017.

Gross yearly package: 2,53,616/- (INR), Annexure 'A' attached,

**Probation:** On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

During your Probation Period a sum of Rs.3,000/- will be deducted from your salary as retention amount which will be effective from first month. You shall be entitled to receive the retention amount in 13<sup>th</sup> month of your service only i.e after completion of 1 year in the Company. In case of resignation or termination before 1 year the said amount is liable to be forfeited.

**Separation:** You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. Your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

**On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.**

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (1 copy)
2. ID Proof (AADHAR Card, PAN card, Driving License, Voter ID)- Three copies each
3. Copy of Bank pass book
4. Passport size photographs – Six Nos. (Colored)

For Epic Research (P) Ltd.

People Development Group



With the signature below, I accept this offer for employment

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



## Salary Details for Associate Financial Consultant (AFC)

### Annexure 'A'

Candidates name:	
Position offered:	
Joining date:	

Fixed Components	Monthly	Annual
Basic	7,800	93,600
Conveyance	356	4,272
Attendance allowance	1,000	12,000
Variance Components		
Key Performance Indicators	4,000	48,000
Loyalty Bonus	-	11,000
*Monthly performance incentives (Special Inducements)	-	72,000*
Retirement benefits		
Provident fund (Employer's Contribution)	1,062	12,744
<b>Total CTC</b>	<b>14,218/-</b>	<b>2,53,616/-</b>

#### Important terms:

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- For any further queries you can reach us at 7869961117.



**Accepted By**

(Name, Contact number and signature of candidate)



DB. CORP. LTD. (RADIO DIVISION)  
CORPORATE OFFICE - DELHI



**NAME:** Uma Sharma  
**DESIGNATION:** Radio Jockey  
**DEPARTMENT:** Programming  
**GRADE:** E 2  
**DOJ:** 18-Mar-17  
**LOCATION:** BIKANER

	PARTICULARS	Amount w.e.f. DOJ	
		Monthly	Annual
	<b>SALARY PAYMENT MONTHLY</b>		
	Basic	5,150	61,800
	HRA	2,060	24,720
	Medical Allowance	1,250	15,000
	Children Education Allowance	200	2,400
	Conveyance Allowance	1,000	19,200
	Advance Against Bonus	601	7,212
	Special Allowance	4,801	57,631
<b>A1</b>	<b>TOTAL (A1)</b>	<b>15,664</b>	<b>187,963</b>
	<b>SALARY PAYMENT ANNUAL</b>		
<b>A2</b>	Ex Gratia	429	5,148
	<b>TOTAL A (A1+A2)</b>	<b>16,092</b>	<b>193,111</b>
	<b>BENEFITS</b>		
<b>B2</b>	Mediclaime Premium for self & family	208	2,500
	<b>Total B (B1+B2)</b>	<b>208</b>	<b>2,496</b>
	<b>RETIRAL BENEFITS</b>		
	Gratuity (As per norms)	248	2,973
<b>C</b>	Employer contribution to Provident fund	618	7,416
	<b>Total (C)</b>	<b>865</b>	<b>10,389</b>
	<b>Fixed CTC (A+B+C)</b>	<b>17,167</b>	<b>206,000</b>

- \* The above excludes GPAI which is Four times of the Fixed CTC.
- \* Gratuity will be paid as per Payment of Gratuity Act
- \* You CTC will be revised to 246,000 per annum w.e.f. 1st July, 2017.

Vishal Mittal  
18/3/17

