



**RNB**

GLOBAL UNIVERSITY

Educating stars for tomorrow

**Placement Details of**  
**2018-2019**

**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

# **PLACEMENTS**

## **2019**

DOC201810150006



**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 Campus Placement Process is not mandatory for all the students; 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 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 on-campus recruitment process, students must fulfil the required nomination and registration process.
3. Students who are not interested in placements are requested not to register for placements and will have to submit an undertaking duly signed by their parents before the end of 3<sup>rd</sup> semester.
4. Placement Registration is only for one Academic Year.
5. Registration for all programmes will have to be done before the end of 3<sup>rd</sup> Semester in case of 2 year PG programme, 5<sup>th</sup> Semester in case of 3 year programme, 7<sup>th</sup> semester in case of 5 year programme & 9<sup>th</sup> semester in case of 5 year programme.





6. The Placement Process will commence after the end Semester Examination.
7. Students having backlogs are not allowed to register for placements. Such students are advised to clear their backlogs first and then register for the same.
8. 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.
9. One should apply to an organization only if he/she is eligible and interested in taking up a job at that organization.
10. The students would be given number of options to appear for the campus interview. CLD would be disclosing all the required details from time to time about the companies/organizations for the students to apply. 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 which would be 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.
11. Once the final list of interested students has been sent to the organization, the students cannot back out from the option. They are also expected to visit the company website and check the job role/profile before applying for a particular organization.
12. 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 mail and must respond within the stipulated time period. No individual communication would be done with the students.
13. Students can also put up their queries / suggestions by writing an e-mail to the Convenor-CLD, mentioning their Roll No. / Registration ID or meet them in person.
14. Students must submit their Resume/documents/application within the deadline announced by the University. Late submissions will not be entertained.
15. Students will have to prepare their resumes in the format as provided by the CLD.
16. 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.



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17. 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.
18. 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.
19. At the time of appearing for interviews, students MUST carry copies of the Resume which was forwarded to the company through the University.
20. 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.
21. 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.
22. 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/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.
23. 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 substantial reason, will be disallowed from the recruitment process for the rest of the academic year.
24. 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.
25. Students may be required to go to the companies' office or venue for the purpose of summer/final placement as decided by the company.
26. Shortlisted candidates will have to bear the expenses for the journey/travel for the placement procedure.



27. Communication with the firms which are visiting the campus (for Summer Training/ Final Placements 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.
28. 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.
29. 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.
30. 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.
31. 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.
32. If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.
33. 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.
34. 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.
35. The Project Semester application is to be submitted by the student to the Convenor CLD , at least three days before proceeding to join joining services of the company in which he/she is selected .





### **PRE- PLACEMENT TALKS (PPT)**

1. 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.
2. Notices of PPT will be displayed/informed by email and or notice board.
3. Students interested in a particular company are required to attend its pre-placement talk..
4. Students are encouraged to clarify their doubts with the HR's during the Pre-placement talk only.
5. Attendance will be taken and only those students who have attended a particular PPT will be eligible to apply for that company.

### **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 colored plain or white shirt, dark colored 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 in disciplinary 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.





**CLD Registration Form for Placement**

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

**Areas of Interest:**


**Preferred Location/(s) of Job:**

--

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








**Declaration by Student for Placement Assistance**

I, \_\_\_\_\_ S/o, D/o \_\_\_\_\_ residing at \_\_\_\_\_ studying in \_\_\_\_\_ 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. 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-**





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**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-**







# RNB

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## 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-





# Indiabulls

## CONSUMER FINANCE

Date : February 01 , 2019

Ref No : IB/OL/00077713

App No : 00077809

**Mr. TARUN KUMAR MINNY**  
BEHIND CHAMPA LAL JI BANTHIA HAVELI  
BHINASAR BIKANER  
Rajasthan 334401

### LETTER FOR OFFER OF APPOINTMENT

Dear TARUN KUMAR MINNY,

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

Department : Contact Centre  
Level/Grade : Officer / G4  
Designation : Officer  
Location : GURGAON 422  
Cost to Company: : Your cost to company will be Rs. 216,000.00 /- per annum.  
( Rupees Two Lakh Sixteen Thousand only )

#### 1. DATE OF JOINING / APPOINTMENT DATE

This appointment will commence from your date of joining which should not be later than February 04 , 2019, provided that you indicate your acceptance to the same by signing and returning in duplicate a copy of this offer of Appointment to us immediately and in any case within Fifteen (15) days from the date of this Letter for Offer of Appointment.

Further, in case, you have any objections to the terms and conditions of this letter, the same should be communicated to us within 15 days from the date of this letter and prior to your tendering us your acceptance to the same, failing which the entire terms and conditions as stipulated herein, shall be deemed to have been accepted by you without any demur. The Appointment Date shall not be varied except if so intimated by the Company in writing.

You should report for joining at the Place of Posting on or before the above date of joining along with copies of self attested documents as mentioned below :-

- Signed Curriculum Vitae (CV).
- Copy of the Educational Certificate (10<sup>th</sup> & Highest Qualification).
- Work Experience Certificate (Previous employer).
- Four (4) Passport size photographs.
- Copy of Address proof.

**Indiabulls Consumer Finance Limited**

(formerly IFL Finance Limited and Shivshakti Financial Services Limited)

Registered office : M-62 & 63, first floor, Connaught Place, New Delhi-110011.CIN:U74899DL1999PLC062407

Tel : 011-30252900,Fax:01130252901 Website:WWW.indiabulls.com, Email:helpdesk@indiabulls.com



f) Copy of PAN Card (Mandatory).

NOTE:

- i) Submission of above documents is mandatory and failure to submit any one or all of these documents may be termed as disqualification to the proposed appointment.
- ii) If you are not an Indian Citizen, additional documents shall be mandatory in support of your candidature and eligibility, as per the prevailing law of India in this regard.
- iii) Please ignore, if you have submitted the above mentioned documents.

**2. DESIGNATION**

You shall be designated as Officer in Contact Centre .

You shall be on probation for an initial period of 6 Months. The probation period may be extended or shortened at the discretion of the Management. A confirmation letter shall be issued to you after satisfactory completion of probation period, at the sole and absolute discretion of the Management.

**3. REMUNERATION**

Your cost to Company shall be Rs. 216,000.00/- ( Rupees Two Lakh Sixteen Thousand only ) per annum.

Your salary and other benefits, if any, shall be subject to the deductions of all Government and local taxes, contribution(s), etc. as required to be made under the prevailing laws of India and shall be further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the company and all other matters as governed by the Company's policy.

**4. PLACE OF POSTING**

a) Presently, you shall be posted at our Office at GURGAON 422. Your place of work may change in case of any relocation of the Company's offices. You are further liable to be transferred to any part within the Country/Overseas as decided by the Management in the interest of the company.

b) The Management may place/transfer you temporarily/permanently in any unit/Department/Associate concern of the Company and/or its subsidiary in or out of India as it may consider necessary at its discretion from time to time.

**5. CONDUCT & DISCIPLINE**

a) Official E-mail ID shall be communicated to you after joining. This will be a password-protected official e-mail ID. Any correspondence /information including letter/notice of confirmation, transfer, promotion, termination, resignation, policy matters, etc. received/sent through such e-mail ID by or to you shall be an acceptable form of communication. You are required to keep the password of such e-mail ID confidential. This E-mail ID must be regularly checked for any communication. This E-mail ID should be used exclusively for authorized official purposes only. You shall exclusively be responsible for any unauthorized and unapproved usage of this e-mail ID. You shall be bound by the Information Security Policy as update from time to time which is available at <http://infosec.indiabulls.com/>.

b) You are expected to maintain high standards of Conduct and Excellence in all your assignments.





c) You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.

d) You shall at all times comply with the Company's policies. These are available at the public folder at <http://inet.indiabulls.com>.

e) As a company personnel, you are a full-time employee and will not undertake any other business, work or public office, honorary or remunerating post/assignment whether with or without consideration except with the written permission of the management in each case.

f) You will be governed by the service Rules and Regulations, administrative order(s), any such other rules/Standing Order(s) of the company now in force and that may be in force from time to time.

#### 6. SECRECY

a) You will not divulge any information concerning the company's (or its associate's) operations, plans, know-how etc., that you may come to have known or acquired during your employment to any unauthorized person(s), nor use for any purpose save for official purposes, during the period of your employment with us, or thereafter by word of mouth or otherwise. Non-compliance of this clause shall subsist the termination of the employment.

b) Any work/project/assignments handled/developed by you individually or as a group during your employment with the company, will be the exclusive property of the company and you will not have any rights on it, whatsoever. You shall execute all such documents as may be required from time to time to secure this right of the Company.

Violation in any manner of the above-mentioned terms and conditions will be dealt under Intellectual Property Laws of India, as prevailing from time to time.

#### 7. PRIVACY OF INFORMATION ON REMUNERATION

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

#### 8. NON-SOLICITATION

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

a) Attempt in any manner to solicit from (a) any current Client/ of the Company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the Company, business of the type carried on, or proposed to carried on, by the Company, or to purchase or sell any products or services including any product or services competing with those provided by the Company; or

b) Attempt to persuade any person, firm or entity, which is a Client/ to cease doing business or to reduce the amount of business which any such Client has customarily done.

c) Employ, solicit, incite canvass or attempt to employ or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding six calendar months. Further, you shall not Solicit, incite or





any other way encourage other employees of the Company to terminate their respective contracts of employment with the Company; or

d) Solicit, canvass or accept employment from any of Company's Clients or any person, firm or company, which competes with the business of the Company.

#### 9. GENERAL RULES

In all matters including those not specifically covered by this letter, all employment benefit(s) will be governed as per the rules of the Company.

a) You will intimate in writing to the Management any change of address within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.

b) You will hand over the charge, the property and the material etc. of the company in your Possession at the time of cessation of your employment with the company.

c) You will be liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this letter for offer of appointment/agreement etc. and the Courts at New Delhi will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

d) It is specifically agreed & accepted that any performance incentive scheme and/or any other rule(s) offering some other benefit(s) shall be disbursed at the sole discretion of the Company. It is specifically understood & agreed that such benefit(s) including but not limiting to performance incentive cannot be claimed as a matter of Right whatsoever.

#### 10. CESSATION OF SERVICE

a) Before tendering resignation you are required to give 1 Month prior notice in writing to the company, if such resignation is during your probation and 3 Months prior notice in writing if such resignation is after confirmation. The Company in its sole discretion can decide to waive off/reduce the notice period, you would be required to pay to the Company the gross salary for the notice period so reduced/waived off or notice not provided.

b) The management reserves the right to terminate your services by giving 1 Day notice or 1 Day salary in lieu thereof. Notwithstanding the above, the management reserves the right to terminate your services as per the termination policy of the Company in the event of non-performance or misconduct which includes but is not limited to negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline or any other indulgence of excess or any impropriety in complying with the terms of this letter or any action detrimental to the interests of the Company and/or your conduct/action being contrary to the Policies of the Company and/or Standing order(s) issued by the Company from time to time.

c) You will automatically retire from the services of the company on attaining the Superannuating age of 60 years.

d) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- i) Return to work within eight days of the commencement of such absence, and
- ii) Give an explanation to the satisfaction of the management regarding such absence.





c) The management shall have the right to ask you to get yourself medically examined, vaccinated or inoculated by any registered medical practitioner at any time when the management feels it necessary. Your service will be liable to be terminated on being found physically or mentally unfit by a registered medical practitioner, nominated by the company.

#### Performance Evaluation

i) Your performance will be reviewed continuously during the tenure of your employment. If, at the end of any month you have not met the minimum standards for that month a verbal warning will be given.

ii) If, at the end of next month, you have not met the minimum standards for that month, your probation can be extended, (if on probation) and a Performance Improvement Plan (PIP) will be implemented, (if confirmed), or your employment will be terminated at the discretion of the management.

iii) The management's decision to change territories/policies/product/ portfolio will be final and binding on all employees. All changes to territories/policies/product/portfolio shall be at the sole and absolute discretion of the Management.

iv) In case your performance is not up to the mark, your designation is liable to be reduced.

#### 11. Non-Disparagement

You agree that, during the employment or on cessation of employment, you shall not, directly or indirectly, in any capacity or manner, make, express, transmit speak, write, verbalize or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing), any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that might reasonably be construed to be derogatory or critical of, or negative toward, the Company or any of its directors, officers, Affiliates, subsidiaries, employees, agents or representatives (collectively, the "Company Representatives"), or that reveals, discloses, incorporates, is based upon, discusses, includes or otherwise involves any confidential or proprietary information of the Company or its subsidiaries or Affiliates, or to malign, harm, disparage, defame or damage the reputation or good name of the Company, its business or any of the Company Representatives. You understand that failure to comply with the above shall make yourself liable for punitive and/or penal action.

#### 12. VERIFICATION

a) This Letter for offer of appointment is issued to you on the basis of your candidature, eligibility and on grounds of information/ documents provided by you to the company, which are believed as bonafide, genuine and true. Further, if you are not an Indian Citizen by birth, please support your candidature and eligibility to join us with necessary details and documentation, as per the prevailing provisions of law of India.

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

c) All documents submitted by you to the Company with reference to the above are subject to verification by the Company or an agency appointed by the Company at any time during your employment with the Company. You hereby specifically authorize the Company or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and conduct any other back ground checks prior to your joining the Company or thereafter. You expected to extend your full cooperation during such verification. This Offer of Appointment is subject to you clearing the Background Check as conducted by the Company or any third party agency on behalf of the Company. In the event you fail to cooperate or clear the



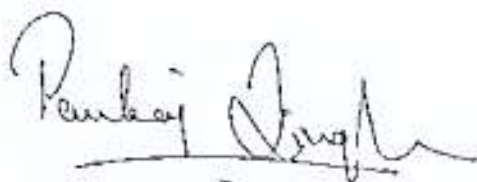
Background Check, your employment may be terminated by the Company forthwith and without any liability to the Company.

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

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

Sincerely,

FOR INDIABULLS CONSUMER FINANCE LTD



AUTHORIZED SIGNATORY  
HUMAN RESOURCES

---

ACCEPTANCE OF THE EMPLOYEE

I, hereby, agree to abide by the terms and conditions of this Letter for offer of Appointment and am aware that any lapse in my meeting the set performance standards/misconduct and any disciplinary issue would result in legal/disciplinary action against me/or employment termination. I agree to join on or before February 04, 2019.

SIGNATURE OF THE EMPLOYEE



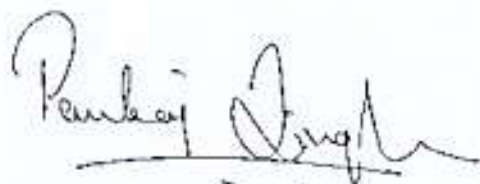


### COMPENSATION & ENTITLEMENT

Offer break-up to Mr. TARUN KUMAR MINNY, Officer in Contact Centre.

Details	Amount Per Month (In Rs.)	Amount Per Annum (In Rs.)
Basic	15,050.00	180,600.00
Other Bonus	2,133.00	25,596.00
Gross Salary	17,183.00	206,196.00
Employers ESI Contribution	817.00	9,804.00
Cost to Company ("CTC")	18,000.00	216,000.00

FOR INDIABULLS CONSUMER FINANCE LTD



AUTHORIZED SIGNATORY  
HUMAN RESOURCES

Note :

- 1). Your Salary is strictly confidential and you should not disclose it to anyone without prior permission of the company in writing.
- 2). All tax implications arising as part of your salary structure shall be borne by you.
- 3). Contribution towards EPF are optional to the employee. For employee whose basic salary is less than or equal to Rs. 15,000/- (Rupees Fifteen Thousand only) EPF contribution is mandatory.
- 4). The employer and employee contribution towards ESI entitles an employee to take the advantage of medical facilities provided by the government in ESI hospital. Contribution towards ESI is mandatory for employees whose gross salary is less than or equal to Rs. 21,000/- (Rupees Fifteen Thousand only).
- 5). You and your family (spouse and 2 children) will be included in Indiabulls Group Mediciam Health Insurance Cover through Family Health Plan Insurance TPA Ltd. (FHPL) to avail Mediciam post completion of your probation period. Total sum covered for Group Mediciam is Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand Only) per family.

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

SIGNATURE OF EMPLOYEE  
Officer





**Ms Deepika Bhansali**

Congratulation on your appointment, We welcome you to Deora Maheshwari & Co, wishing you a long and meaningful career with us.

**COMPENSATIONS & BENEFITS:** The detailed breakup of your compensation and other company benefits applicable to you is enclosed.

1. **DESIGNATION & FUNCTION:** You will be designated as Assistant HR.
2. **LOCATION & DATE OF JOINING:** You will be based at Ahmedabad, Gujarat. You will be required to join as early as possible, however before 1<sup>st</sup> week of April 2019.
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. **NOTICE PERIOD:** During the probation period you can be terminated upon 1 month notice. This contract of employment is terminable by either party by giving two month notice on confirmation.

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

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 Deora Maheshwari & Co. and wish you a long and a fulfilling career with us.



For, Deora Maheshwari & Co.  
Chartered Accountants

FRN : 123009W

CA Pawan Bagrecha  
Partner  
M. No. 160085





# INNOVATIVE

(24, Kota Complex, 3<sup>rd</sup> Floor, Near Minerva Circle,  
J C Road, Bangalore-560002  
Phone no: 080-42279036, 09035532100

Ref: Innovative/2019

Date: 18<sup>th</sup> May, 2019.

Dear YASHASHVI MODI,

- > We are pleased to offer you the position as a Management Trainee in our branch. So, as a Management Trainee you will be undergoing the 1<sup>st</sup> phase of on job training. During this period (phase-1) you can Earn ₹ 10,000 to ₹ 12,000 per month + Incentives. Accommodation will be provided free during training.  
On Job Training will be at INNOVATIVE, 24, KOTA COMPLEX, 3rd FLOOR, J C ROAD, NEAR MINERVE CIRCLE, BANGALORE-02.
- > You will be assessed on attendance, performance, attitude or any other parameters like communication, etc may be applicable during your tenure, that decide your promotion as a Trainer / Team Leader (phase-2) position. During this period you can earn ₹ 15,000 to ₹ 20,000 + incentives.
- > Based on consistent performance and leadership qualities, you will get promoted as ASST. MANAGER (phase-3). During this period you can earn ₹ 30,000 to ₹ 35,000 per month.
- > Consistent performance of your team will determine your promotion to the MANAGER/OWNER position with earning potential starting ₹ 50,000 per month as a Branch Manager.
- > Your relationship with INNOVATIVE will be on at-will basis, which means you and the company are free to terminate the relationship at any time for any reason.
- > We are requesting you to join our company on or before 27.5.2019

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time. Wish you the rewarding career with us.

Thanking you!



Mr. NAGARAJ HEGDE  
Branch Head





## Who is Management Trainee?

A management trainee who is join in company as entry level manager and learn the business process by working on every different division of the company. The core idea is that management trainee should be familiar with all aspects of the business, so that he/she can later be promoted to a top management position.

## What is the job description of management trainee?

Not everybody is born as a leader, and certainly, nobody is born with the skills of a manager. Managerial skills are gained and developed from experience. The company offers you to join as a trainee manager were you will be trained in various department.

## Process of Promotions

### PHASE – 1

#### Management Trainee

##### Self-Management

- Develop a Positive Attitude
- Show responsibility (Learn Working habit)
- Learn 5 and 8 steps (Business System)
- Develop communication skills.
- Self-Management

### PHASE – 3

#### Assistant Manager

##### Office-Management

- Learn accounting procedure
- Inner office duties
- Interviews and Final evaluations
- Inventory control
- Run morning/New persons meeting

### PHASE-2

#### Trainer / Team Leader

##### Team-Management

- Goal is to duplicate yourself
- Build strong Relationship
- Learn impact, warehouse & settle ups
- Develop leadership Quality.
- Team management skills

### PHASE – 4

#### Manager/Owner

##### Managing Branch

- Open your own office.
- Save money for your future
- Expand & promote other offices
- Earn overrides
- Key is to develop 'New leaders'
- Help them to learn your skills.







Yashashvi Modi &lt;yashashvi.modi2016@rnbglobal.ac.in&gt;

**INNOVATIVE GROUP**

3 messages

Yashashvi Modi <yashashvi.modi2016@rnbglobal.ac.in>  
To: drop2innovative@gmail.com

12 May 2019 at 18:14

CV FOR INTERNSHIP.....pdf  
350K

Innovative B'lore <drop2innovative@gmail.com>  
To: Yashashvi Modi <yashashvi.modi2016@rnbglobal.ac.in>

18 May 2019 at 19:54

**Congratulation!!!****Greeting of the Day,**

*With Reference to your Profile, we are happy to inform you that, we are offering you the post of "Management Trainee".*

*We attached "OFFER CUM APPOINTMENT LETTER", please check it. & revert back to us for the same mail.*

On Sun, May 12, 2019 at 6:14 PM Yashashvi Modi <yashashvi.modi2016@rnbglobal.ac.in> wrote:

**Disclaimer:**

The views and opinions expressed in this email do not necessarily express or reflect the views and/or opinions of the RNB Global University. No warranties are made or implied that any employee or student of the RNB Global University was authorised to make this communication. This e-mail communication and any attachments to it are confidential and privileged to RNB Global University and are strictly intended only for the personal and confidential use of the designated recipient(s) named above. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and destroy all copies of this message along with all attachments thereto. If you are not the intended recipient of this message, you are hereby notified that any review, dissemination, distribution or copying of this message is strictly prohibited and may be unlawful. E-mail transmission cannot be guaranteed to be secured or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors, omissions and security issues in the contents of this message, which arise as a result of e-mail transmission on the internet.

--  
Regards

HR Team  
INNOVATIVE  
BANGALORE

-Offer Cum Appointment Letter.docx  
670K

Yashashvi Modi <yashashvi.modi2016@rnbglobal.ac.in>  
To: raghvendra.rajvi2016@rnbglobal.ac.in

19 May 2019 at 21:29

[Quoted text hidden]

-Offer Cum Appointment Letter.docx  
670K







# 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. Diksha Bajaj D/O Mr. Sanjay Kumar Bajaj  
C-26, Bhimraj Modi Mohan Place, Near IIC Office,  
Sadul Ganj, Bikaner, Rajasthan-334001  
Mobile # +91 7231926033

01<sup>st</sup> March 2019

**Dear Ms. Bajaj**

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.

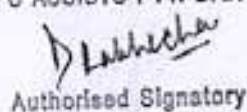
- 1. DESIGNATION & FUNCTION:** You will be designated as Trainee.
- 2. LOCATION & DATE OF JOINING:** You will be based at Jodhpur, Rajasthan. You will be required to join as early as possible, however not later than **04<sup>th</sup> March 2019**. If you do not join your duty on the said date, this offer 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

01<sup>st</sup> March 2019

## Compensation & Benefits

Name	Ms. Diksha Bajaj	
Designation:	Trainee	
Location	Jodhpur, Rajasthan	
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 Retirals*		22,000
Gratuity	962	11,544
Medical Insurance		15,000
		3,01,000
TOTAL ANNUAL CTC (In Rs.)		

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 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.

*Diksha Bajaj*  
Authorized Signatory



MANAGER HUMAN RESOURCES / SIGNING AUTHORITY

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

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



## Star Capital Financial Services

### Offer letter

Ref. No: FA/004/11MAR'19  
11/03/2019

Dear Ms. Pratima Minni  
Near Champalal Banthia Haweli, Bhinasar, Bikaner

Congratulations!

I am pleased to offer of employment on behalf of **Star Capital Financial Services** based at Babuji Plaza, Bikaner. You have been selected for the post of **Financial Analyst**. You will be reportable to **Mr. Praveen Lalani**.

We believe that your knowledge and skills would be beneficial for our organization. We hope you will enjoy your role and make a significant contribution to the overall growth of Star Capital Financial Services.

As we discussed and agreed upon, you will be eligible to receive emoluments of **Rs.2, 11, 200/-** [Rupees Two Lakh Eleven Thousand Two Hundred only] as consolidated pay per year on a monthly payment of Rs. 17600/- for the position offered. Your employment will commence on and from 18/03/2019.

Please accept the offer with these terms and conditions and accept the same signing the duplicate copy and submit it to office on or before 18/03/2019.

We look forward to welcoming you in the Star Capital Financial Services team.

Sincerely,

Praveen Lalani  
Managing Director  
Star Capital Financial Services





Date :29/03/2019

To  
**Sanjeevan Sharma**  
 (Code: CAN71106)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **HRA**. Your services are being deputed to **Johnson & Johnson Private Limited** on the following terms and conditions:

- Your employment will be valid from **01/04/2019 To 31/03/2020** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your CTC Salary will be **INR 192,000.00 per annum** (as per Annexure 1) and will be paid out basis your actual joining date.
- We reserve right to terminate your services with immediate effect in case information furnished by you is not found to be true or background verification report is negative.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medicaam etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: AADHAR Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

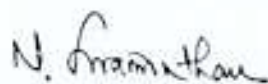
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

**For Randstad India Pvt Ltd.**



Authorized Signatory  
**N Swaminathan Iyer**  
 Vice President - SSC





**FIRST DESIGN**  
TECHNOLOGY

## Offer Letter

Ref No: DM/005/MNGR/03/2019  
08/03/2019

**Ms Nikita Chouhan**

Near Bada Bazar, Bikaner  
Rajasthan, 334001

Subject: Job offer

Dear Ms. Nikita Chouhan,

We are pleased to offer you the full-time position of **digital marketing specialist** at **First Design Technology** with a start date of 18/3/2019. You will be reporting directly to **Mr. Amit Kumar** at Bikaner. We believe your skills and experience is an excellent match for our company.

In this role, you will be required to

- Develop and manage digital marketing campaigns
- Manage organization's website
- Optimize content for the website and social networking channels such as Facebook, Twitter, Instagram, Google Plus, etc
- Track the website traffic flow and provide internal reports regularly
- Fix any error in online content and arrange webinars and webcasts
- Attend networking events and product launches.
- Identify new digital marketing trends and ensure that the brand is in front of the industry developments.
- Work on SEO of the website pages.
- Edit and post content, videos, podcasts, and audio content on online sites.
- Promote company's product and services in the digital space.
- Execute social media efforts to improve KPIs, likes, shares, tweets, etc.

The annual starting salary for this position is **Rs. 230000 (approx) to be paid** on monthly basis by direct deposit, on last week of every month. In addition to this starting salary, we're offering you incentive as per company scheme based upon your performance.





Your employment with **First Design Technology** will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

As an employee of **First Design Technology**, you are also eligible for our benefits program, which includes paid leave, health insurance.

Please confirm your acceptance of this offer by signing and returning this letter by 15/3/2019.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,



Anil Kachhawa  
(Managing Director)

