



RNB

GLOBAL UNIVERSITY

Educating stars for tomorrow

Placement Details of

2019-2020

RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,

Bikaner, Rajasthan 334601

**PLACEMENT & PROJECT SEMESTER
DOCUMENT FOR UNDERGRADUATE
PROGRAM**

2020

DOC201910300001



RNB
GLOBAL UNIVERSITY
Educating stars for tomorrow

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 year under 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 on-campus recruitment process, students must fulfil the required nomination and registration process.
3. CLD is a facilitator and shall assist the students in summer internship , project semester 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
4. Students are required to apply for placements before the last date as notified by the university .Students who fail to apply by the last date will be taken **as not interested to avail placement assistance from the university and will be out of the placement process.**
5. **BTech and Law** students are required to apply for project semester before the last date as notified by the university. Students who fail to apply by the last date will be taken **as not**



interested to avail placement assistance from the university and that they wish to pursue the project semester by their own efforts.

6. Students interested in applying for project semester in companies on their own are required to obtain a No Objection Certificate (NOC) from the University by providing the following details about the company:
 - i. Name of Company with a brief introduction
 - ii. Name of Company Guide/Supervisor
 - iii. Contact details-phone number/mobile/email
 - iv. Mail or letter received from company
 - v. Exact duration of project with start and end date
 - vi. Nature of work to be done
 - vii. Any other relevant information

Failing to do so with the given timelines will result in cancellation of the project semester

7. All those students who seek exemption from university placement assistance for project semester and/or are not interested in applying for project semester in company /ies provided by the university are required to submit an undertaking for exemption from placement assistance for project semester (Format enclosed -UNDERTAKING BY STUDENTS FOR EXEMPTION FROM PLACEMENT ASSISTANCE FOR PROJECT SEMESTER) before the last date as notified by the university. The same will be required to obtain No Dues from the university after the final semester.
8. One should apply to an organization only if he/she is eligible and interested in taking up a job at that organization.
9. 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.
10. 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 before applying for a particular organization.



11. 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.
12. 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
13. Students must submit their Resume/documents/application within the deadline announced by the University. Late submissions will not be entertained.
14. 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.
15. 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.
16. 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.
17. At the time of appearing for interviews, students **MUST** carry copies of the Resume which was forwarded to the company through the University.
18. 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.
19. 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.
20. 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.
21. 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.

22. 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.
23. Students may be required to go to the companies' office or venue for the purpose of summer/final placement as decided by the company.
24. Shortlisted candidates will have to bear the expenses for the journey/travel for the placement procedure.
25. 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.
26. 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.
27. 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
28. 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.
29. Students are encouraged to clarify their doubts with the HR's during the Pre-placement talk only.
30. 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.
31. 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.
32. 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.



Date :25/02/2020

To

Manvendra Singh Bithu

Provisional Offer Letter

We are pleased to offer you employment in our organization at **ALTS EDUCARE LLP** as **Marketing Executive**. Your services are being deputed to **Career Launcher Bikaner** on the following terms and conditions.

Your employment will be valid from **03/03/2020**

Your **CTC Salary will be INR 192,000.00 per annum** (as per Annexure 1) and will be paid out on basis of 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 on boarding process, which requires you to :

- Complete the Career Launcher Employee profile form
- Statutory Nomination forms like ESIC, PF etc.

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 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 visit and fulfill all formalities to accept this offer.

Please get in touch with us for any queries. Wishing you the very best!

Yours truly,

ALTS EDUCARE LLP



Authorized Signatory

Laxit Gupta

Designated Director





Date: 12th Nov'19

Name of the Candidate – **Manvendra Singh Blthu**
Name of the Institute – RNB Global University, Bikaner

Dear Candidate,

This has reference to your application requesting Internship in our organization as a part of your curriculum. We are pleased to offer you Internship with our **Store Operations Department**, in order to impart on job training and provide you with an opportunity to gain industrial experience on the following terms and conditions.

1. Your Internship shall begin on 1st Dec'19 and shall complete at close of working hours on 31st Jul'20, unless otherwise extended/modified in writing.
2. You shall undergo internship training under the assigned mentor to understand the various aspects of the project assigned to you.
3. You will not be paid any compensation for the period of Internship. However, to defer your day to day travelling and out of pocket expenses, you will be paid monthly half Conveyance expenses of Rs. 15,000/-. They will be paid on pro-rated basis if there is any absence during the month.
4. Please note that your engagement is purely as an Intern and you not being an employee, will not be eligible and/or entitled to receive the benefits as are applicable to regular employees of the company. This internship does not entitle you to a permanent employment with the organization.
5. During the Internship with us, you shall not be engaged, concerned or interested directly or indirectly in any other Internship/ project whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of duties assigned to you. You shall not, during your Internship with the company, discuss, divulge or communicate to any person or persons any information of a confidential nature relating to the trade or business of the company. Further you shall not engage yourself in any act of misconduct / subversive of discipline or efficiency. Any contravention of the clause will amount to gross misconduct during the Internship and your Internship may be discontinued along with suitable disciplinary action.
6. The Company shall not be liable for any Accident during the period of training. You shall adhere to all safety related instructions/SOPs.
7. The Transport and Residential Accommodation facility shall not be provided by the company.
8. During our Internship period you shall, at all times, wear a formal attire.
9. Non-compliance with any stipulations/rules of conduct may lead to discontinuation of Internship with immediate effect.
10. As a part of the Project, data collection/questionnaire format/informal response from employees within the organization is NOT allowed, unless permitted by us.
11. The Company reserves the right to discontinue your Internship program at any time without assigning any reason thereof.



Reliance Retail Limited. (Reliance Fresh Limited), Anand Bhawan, 1st Floor, Sansar Chandra Road, Jalpur - 302 001. Phone : +91 141 4011211

CIN : U01100MH1999PLC120563

Registered Office : 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai - 400 002, India.
www.relianceretail.com



12. Please carry the documents as mentioned in Annexure A on your day of joining.
13. After completion of internship, the student is required to submit the project report in duplicate and duly signed by the concerned supervisor to the undersigned.
14. You are advised to get in touch with the HR Department for any query on reporting time for the Internship.

Yours sincerely,
For Reliance Retail Limited

Authorized Signatory

This offer is received, terms and conditions are accepted.

Name of the Candidate :
Date :

ANNEXURE A

- (i) Undertaking on Rs.20/- on Non-Judicial stamp paper (as per attached format).
- (ii) Xerox copy of identification
- (iii) A letter from respective Principal / HOD reconfirming their identity and the training duration and dates.
- (iv) Two numbers of stamp passport size photographs.
- (v) Fitness certificate (from MBBS doctor)
- (vi) Original and one photocopies of this letter.
- (vii) Latest copy of ID (College Id & 1 Other ID proof) & Address Proof.
- (viii) Cancelled Cheque leaf (CTS 2010 Compliant with IFSC & MICR Codes)



Reliance Retail Limited. (Reliance Fresh Limited), Anand Bhawan, 1st Floor, Sansar Chandra Road, Jaipur - 302 001. Phone : +91 141 4011211
CIN : U01100MH1999PLC120563

Registered Office : 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai - 400 002, India.
www.relianceretail.com

Annexure

Employee name - Tejan Sukhija
Designation - Academic Consultant
Date of Joining - 12th Dec 2019

Compensation structure

| Category | Component | Monthly | Yearly |
|-------------------------------|-------------------------------------|---------|---------|
| Taxable | Basic | 14,583 | 175,000 |
| | HRA | 7,292 | 87,500 |
| | Children Education Allowance | 0 | 0 |
| | Statutory Bonus | 1,215 | 14,580 |
| | Special Allowance | 4,277 | 51,320 |
| Reimbursements | LTA (1) | 0 | 0 |
| | Professional Training & Development | 0 | 0 |
| | Books & periodicals | 0 | 0 |
| Gross Salary | | 27,367 | 328,400 |
| Retirals | PF contribution (employer) | 1,800 | 21,600 |
| | ESIC contribution (employer) | 0 | 0 |
| Base cost to company (CTC) | | 29,167 | 350,000 |
| Deductions | PF contribution (employee) | 1,800 | 21,600 |
| | ESIC contribution (employee) | 0 | 0 |
| | Professional Tax (2) | 208 | 2,500 |
| Net Pay before tax | | 25,358 | 304,300 |
| Variable sales incentives (3) | | 60,000 | 720,000 |

(1) Tax deduction will be based on documents and bills submission

(2) Can change as per state norms and monthly gross income

(3) Revenue based weekly incentives; current structure is upto 15% of revenue realised in bank. At a target achievement of Rs. 1,00,000 per week, these incentives can amount to Rs. 60,000 p.m. Please note that the company's incentive structure and your targets can change based on business needs





Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>

An offer from Toppr for the Academic Consultant (Sales Executive - JAIA1) job

3 messages

Ankita Singh <4f77bgzqtgib+2hqj@inbound.workablemail.com>
 Reply-To: Ankita Singh <4f77bgzqtgib+2hqj@inbound.workablemail.com>
 To: Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>

9 December 2019 at 20:42

Dear Tejan,

It is my great pleasure to offer you the position of Academic Consultant (Sales Executive - JAIA1) at Toppr.

Please take a moment to review and sign the document by clicking on the link below:

https://toppr.workable.com/offers/tFGRGJwnSSEtkyL_0dkTjt27edwuc4kgm6n3Orls1iw/8ab71bb5e0160fb63ef3ab84d26fd401

We look forward to welcoming you onboard.

Should you have any further questions, please do not hesitate to contact me.

Sincerely,

Ankita Singh

Tejan_Sukhija.pdf
468K

Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>
 To: RNBGU / Student Helpdesk <student.helpdesk@rnbglobal.edu.in>

11 December 2019 at 12:11

Respected team,
 I am forwarding the mail which i recieved in relevance with the joining dateand offer letter.
 Thanking you
 Regards
 Tejan Yogesh Sukhija
 MBA IV Semester
 [Quoted text hidden]

Tejan_Sukhija.pdf
468K



Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>
 To: samar.mahapatra@rnbglobal.edu.in

11 December 2019 at 12:26

Respected sir,
 I am forwarding the joining letter to you. Please have a look.
 Thanking you
 REGARDS
 Tejan Yogesh Sukhija
 MBA IV SEMESTER

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

From: **Ankita Singh** <4f77bgzqtgib+2hqj@inbound.workablemail.com>
 Date: Mon, 9 Dec 2019, 20:42
 Subject: An offer from Toppr for the Academic Consultant (Sales Executive - JAIA1) job
 To: Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>

[Quoted text hidden]

Annexure

Employee name - Tejan Sukhiya
Designation - Academic Consultant
Date of Joining - 12th Dec 2019

Compensation structure

| Category | Component | Monthly | Yearly |
|-------------------------------|-------------------------------------|---------|---------|
| Taxable | Basic | 14,583 | 175,000 |
| | HRA | 7,292 | 87,500 |
| | Children Education Allowance | 0 | 0 |
| | Statutory Bonus | 1,215 | 14,580 |
| | Special Allowance | 4,277 | 51,320 |
| Reimbursements | LTA (1) | 0 | 0 |
| | Professional Training & Development | 0 | 0 |
| | Books & periodicals | 0 | 0 |
| Gross Salary | | 27,367 | 328,400 |
| Retirals | PF contribution (employer) | 1,800 | 21,600 |
| | ESIC contribution (employer) | 0 | 0 |
| Base cost to company (CTC) | | 29,167 | 350,000 |
| Deductions | PF contribution (employee) | 1,800 | 21,600 |
| | ESIC contribution (employee) | 0 | 0 |
| | Professional Tax (2) | 208 | 2,500 |
| Net Pay before tax | | 25,358 | 304,300 |
| Variable sales incentives (3) | | 60,000 | 720,000 |



(1) Tax deduction will be based on documents and bills submission

(2) Can change as per state norms and monthly gross income

(3) Revenue based weekly incentives; current structure is upto 15% of revenue realised in bank. At a target achievement of Rs. 1,00,000 per week, these incentives can amount to Rs. 60,000 p.m. Please note that the company's incentive structure and your targets can change based on business needs



HAYGOT SERVICES PRIVATE LIMITED

Office Address : Jaipur - N.A., Rajasthan, India

Business Unit : Sales & Marketing

Business Unit Address : NA

Salary Slip for January - 2020

| Employee Name: Tejan Yogesh Sukhija | | Employee Type: Trainee Academic Consultant | Employee Code : T14174 |
|---|----------------------------|---|---------------------------------|
| Designation: Trainee Academic Consultant | | Duration: 1st January, 2020 to 31st January, 2020 | |
| Function: Home-sales | | No of Days in the Month: 23 | |
| Date of Joining: 12-12-2019 | | Working Days: 22.5 | |
| Provident Fund: N.A. | | ESIC Number: N.A. | |
| Current Office Location: Hjaia1, Jaipur | | Total Arrear Days: 0 | LOP: 0.5 |
| Bank Name: ORIENTAL BANK OF COMMERCE | Account No: 51322413000680 | IFSC Code: ORBC0105132 | Branch Name: GAJNER RD, BIKANER |
| UAN No: | | PAN No: LMWPS5621J | |
| Earnings | | Deductions | |
| Components | Amount (Rs.) | Common Deductions | Amount (Rs.) |
| Basic | 14267 | Provident Fund(Employee) | 1800 |
| HRA | 7133 | | |
| Statutory Bonus | 1189 | | |
| Special Allowance | 4183 | | |
| Gross Earning (A) | 26772 | Total Deductions (B) | 1800 |
| Net Pay (A - B) | 24972 | Twenty Four Thousand Nine Hundred And Seventy Two Rupees Only | |
| Note: This is a Computer Generated Slip and does not require signature | | | |





Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>

Regarding NOC(no objection certificate)

4 messages

Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>
 To: RNBGU / Student Helpdesk <student.helpdesk@rnbglobal.edu.in>

22 February 2020 at 17:12

Respected team,

This mail is regarding the NOC for a new organization i joined YOF REALTY, i am having the attendance capture of the last organization. The reason due to which i left is the working hours, i used to work there for 14 hours a day, only due to this reason i left the organization and i joined a new organization YOF REALTY Pvt. Ltd. as a sales executive. It is a firm request to please give me the NOC for the same. I will receive the OFFER LETTER by tomorrow. My joining date here was 12th of february 2020.

Please provide me the NOC for the same.

Thanking you

Regards:

Tejan Yogesh Sukhija
 MBA IV Semester

RNBGU / Student Helpdesk <student.helpdesk@rnbglobal.edu.in>
 To: Tejan Sukhija <tejan.sukhija2018@rnbglobal.ac.in>

24 February 2020 at 15:01

Dear student

You are required to share the offer letter of the new organization

Student Helpdesk

RNB Global University
 RNB Global City | Ganganagar Road | Bikaner-334601

T +91-7230834441-44

W rnbglobal.edu.in

RNB Global University has been awarded : "ASSOCHAM India - Best University In Rural India – 2018"

RNB Global University has been awarded : "The Economic Times - Best Education Brands - 2017"

[Quoted text hidden]

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Tejan Yogesh Sukhija
6-212, Mukta Prasad Colony,
Bikaner Rajasthan 334001

Dear Tejan Yogesh Sukhija ,

Please refer to your application for a suitable position in our organization and subsequent discussions you had with us. We are pleased to offer you the position of Sales Executive in our organization on the terms and conditions agreed.

COMPENSATION DETAILS

| COMPONENTS | AMOUNT PER MONTH | AMOUNT PER ANNUM |
|------------------------|------------------|------------------|
| Basic Salary | Rs. 18,000 | Rs. 2,16,000 |
| Conveyance & Variables | Rs. 2,000 | Rs. 24,000 |

Your appointment with the company is contingent upon your successful completion of the necessary document verification and after approval from the authorized signatory.

You are requested to join duty by 12th of February, 2020 and report to office at 10:00 AM for your induction. The same will be treated as your effective date of appointment.



Authorized Signatory





Date July 2, 2019

HR-Rec: /18-19/359998

MISS Savi Setia

Near police station , Main Market

Sub -> Offer cum Appointment letter for the post of Money Officer

Dear Savi,

This is with reference to your application for the above mentioned position. As per our discussions with you, we are pleased to offer you, your appointment as Money Officer at our Anupgarh, Bikaner Road. Your Grade shall be A1 and HR designation would be Executive in Liabilities Branch Operations and Services Department. This offer of appointment is subject to the terms and conditions not limited to below mentioned terms but also include the Annexure(s) attached hereto and/or any form of communication or office orders, circulars, communicated or to be communicated to you:

1. Your basic salary plus allowances in accordance with the Banks rules are in force for the time being, and from time to time shall be as per the enclosed Annexure I. Please note that the Management reserves the right to restructure or change your compensation at any time at its sole discretion.
2. Annexure II lists out the broad terms and conditions of service governing your employment with the Bank. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the Bank as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.
3. Upon successful fulfilment and satisfaction of all the terms and conditions mentioned in this offer cum appointment letter within Three days from the date of this letter, this conditional appointment shall become absolute. In case of your failure to fulfil any or all of these terms and conditions within the aforesaid period of Three days from the date of this letter, this offer cum appointment letter shall be automatically revoked and no claim and/or disputes shall be entertained.
4. Your employment in the Bank is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The Bank reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the Bank or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.
5. This offer is valid subject to your acknowledgement & acceptance within 72 hours, sharing of resignation-submission copy from current employer within seven days and resignation acceptance copy from current employer within 2 weeks of receiving this offer. Each one of these terms are interrelated and breach of anyone shall be considered as breach of all the terms and conditions, which will lead to revoking of the offer made and all the terms & conditions of this offer to be treated as null and void.

You will Report to Mr. Kamal Sharma. You are requested to report at the following address:
AU SMALL FINANCE BANK LIMITED,
AU SQUARE : B-11-E, MALVIYA NAGAR INDUSTRIAL AREA, JAIPUR 302017.



This offer cum appointment is valid subject to your joining on or before DOJ: July 8, 2019.
Please sign and return the duplicate of this letter to your recruiter partner in token of acceptance of the offer cum appointment letter. We look forward to work with you at AU SMALL FINANCE BANK LIMITED.

Yours faithfully,
For AU Small Finance Bank Limited

Savi



Annexure I

AU SMALL FINANCE BANK LIMITED

SALARY BREAK-UP SHEET

| | |
|------------------------|--|
| NAME | Savi Setia |
| HR DESIGNATION | Executive |
| FUNCTIONAL DESIGNATION | Money Officer |
| GRADE | A1 |
| DATE OF JOINING | July 8, 2019 |
| BUSINESS UNIT | Liabilities |
| PRODUCT | Branch Banking |
| DEPARTMENT | Liabilities Branch Operations and Services |
| JOB FAMILY | Money Officer |
| LOCATION | Anupgarh_Bikaner Road |

| PARTICULARS | GTC Amount (Rs) | |
|--|------------------|-------------------|
| | Monthly | Annually |
| SALARY PAYMENT | | |
| Basic | 6,942.00 | 83,304.00 |
| House Rent Allowance | 3,471.00 | 41,652.00 |
| Education Allowance | 200.00 | 2,400.00 |
| Leave Travel Allowance | 578.00 | 6,936.00 |
| Special Allowance | 1,304.00 | 15,648.00 |
| Statutory Bonus | 1,388.00 | 16,656.00 |
| TOTAL GROSS PAY | 13,883.00 | 166,596.00 |
| RETIRAL BENEFITS | | |
| Employer PF Contribution | Minimum 1,173.00 | 14,076.00 |
| Gratuity | 334.00 | 4,008.00 |
| FIXED COST TO COMPANY (CTC) A1 | 15,390.00 | 184,680.00 |
| JOB SPECIFIC ALLOWANCES (A2) | | |
| Stability Allowance | 0.00 | 0.00 |
| City Compensation Allowance | 0.00 | 0.00 |
| VARIABLE PAY | | |
| *Performance Bonus (Variable) | 0.00 | 0.00 |
| Driver Salary Reimbursement | 0.00 | 0.00 |
| Fix Incentive | 0.00 | 0.00 |
| TOTAL (A2) | 0.00 | 0.00 |
| TOTAL COST TO COMPANY (TOTC) A1+A2 Minus Other Benefits | 15,390.00 | 184,680.00 |


OTHER BENEFITS (A3)



Cavi

| | | |
|---|------------------|-------------------|
| Group Mediclaim (G) | 365.00 | 4,000.00 |
| Group Personal Accident Insurance (GPA) | 19.00 | 228.00 |
| Group Term Life Insurance (GTLI) | 50.00 | 708.00 |
| TOTAL (A3) | 443.00 | 5,316.00 |
| TOTAL COST TO COMPANY (CTC) A1+A2+A3 | 15,833.00 | 180,996.00 |

BENEFITS DESCRIPTION

| | | |
|--------------------------------|---|--|
| Appraisal | You shall be eligible for performance appraisal and increment cycle as per company policy. The appraisal period will be from date of joining to end of financial year and increment would be granted accordingly. Employees joining from Jan to March will not be eligible for appraisal for that financial year. | |
| *Performance Bonus | You will be eligible for performance bonus based on your performance and company policy. | |
| Group personal Accident Policy | Covered under GPA policy of sum assured as per Company Policy, effective from the date of endorsement in policy. | |
| Group Term Life Policy | Covered under GTLI policy of sum assured amount by the company, shall be effective from the date of endorsement. The one time premium of the same will be recovered from your salary every year depending upon the calculation provided by the insurance company. | |
| Mediclaim Policy | You will be eligible for Mediclaim as per Company mediclaim policy. | |
| Conveyance | Conveyance expense will be reimbursed for official visits as per company policy. | |
| Mobile Limit | You shall be eligible for the mobile limit as per our company policy. | |
| Foreign Tour Eligibility | As per applicable programmes run by the company time to time. | |
| NOTE | | |
| | Professional Tax as per rules shall be deducted. | |
| | For AU SMALL FINANCE BANK LIMITED | |
| |  Authorized Signatory | |



20/11/2024



ANNEXURE II

Terms and Conditions of Appointment

1. Performance Payment

The performance payment is calculated and paid by two methods, first is annual bonus and second one is monthly/quarterly incentive plan. The first method is an annual amount dependent on the rating that one receives during the annual appraisals. The payment is calculated taking into account four factors: joining date of employee, basic salary, grade, performance of the employee (i.e. the rating) and performance of the Bank (a Bank factor is decided every year depending on the performance of the Bank in the previous financial year). The second method is monthly/quarterly incentive plan calculated on the basis of individual performance and paid accordingly. You will be eligible for the performance payment if you depending on the work assigned to you. A resigned employee shall not be entitled for bonus or incentive payments.

2. Travel allowances

The employees undertaking travel on official business are entitled to certain travel allowances depending on their grade as per our travel policy. The details of these allowances are available with the Human Resources and Administration Department.

3. Provident Fund

You would be eligible to become a member of the Provident Fund Scheme as per terms and conditions governing such benefits, on your appointment. On becoming a member, you will contribute every month an amount as prescribed under the Provident Fund Rules, the Bank contributing a like amount.

4. Probation

You shall be on probation period according to your grade as per the probation policy. You will be confirmed after the probationary period if your work and conduct are found satisfactory. The Management reserves the right and shall have sole discretion either to extend the probationary period or to dispense with your services at any time during the probation period by a written notice applicable to your grade if your performance or conduct, at the discretion of the Management, does not come up to its expectations. You can resign from the Banks service during the probationary period by giving written notice for a period as applicable to your grade. After confirmation either party will be required to give notice period as defined in policy according to your grade, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy.

5. Remuneration

The agreed remuneration shall be paid to you through a transfer of funds to a Bank account which you will need to open. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration including, if applicable, any shares issued under ESOP scheme being paid to you pursuant to your employment hereunder. The remuneration shall be paid monthly in arrears and net of any withholding taxes and other deductions (whether in respect of set-off, counterclaim, duties, taxes including service tax if applicable, charges, levies or otherwise). The Bank shall provide you with a certificate of tax deduction at source in respect of all amounts withheld from amounts payable to you.

It is agreed and understood that the remuneration payable by the Bank to you shall constitute full and adequate compensation for all employment and other services rendered by you to the Bank. You shall not be automatically entitled to receive from the Bank or its affiliates, any additional payments, commissions, bonuses or compensation for employment and other services rendered to the Bank. Payment if any of the above nature will be solely at Bank's discretion.

The Bank shall be entitled to deduct from the remuneration or compensation or any other amounts payable to you as per this appointment letter any and all amounts as may be owed by you to the Bank, including advances and loans.

6. Service subject to rules

Your services would be governed by the Bank policies, rules and regulations in force for the time being and from time to time. You agree to comply with all the Bank policies, rules and procedures as may be applicable to the employees of the Bank from time to time.

During the period of your employment with the Bank, you shall not engage in any other profession, employment, occupation, consultancy or other business and shall endeavor your best to promote the Banks interests.

7. Transfer

Your place of posting shall be as indicated in the first page of this Contract of Employment and you agree to be transferred, to any of the Banks establishments, divisions and/or associates/affiliates situated in any part of India, in such capacity as the Bank may from time to time determine. In such a case, you shall be governed by the specific terms and conditions applicable to your new location.

8. Withholding of increments

The increments in your grade will not be automatic but will be subject to performance and as per our performance appraisal and merit increase guidelines applicable that year plus regular attendance and good conduct.

9. Termination

The Bank may terminate your employment with the Bank at any time due to just cause per bank policies, by providing prior written notice, subject to the other terms and conditions more specifically mentioned in the separation policy and/or any other prevailing policy of the Bank. Please note that all the policies are in addition to but not in derogation with each other.

You agree that, at the time you leave the employment of the Bank, you will deliver to the Bank (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Bank or otherwise belonging to the Bank, its affiliates, successors or assigns. You shall have no right of retention of the assets or documents of the Bank.

If you leave the Bank within one year of joining and have received any joining bonus / sign on bonus or relocation reimbursement, you will be liable to repay the amount at the time of separation.

10. Notification to new employer

Upon termination of your employment with the Bank for any reason, whatsoever you hereby grant consent to notify to any of your subsequent employer(s).

11. Certificates and Testimonials

Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification, to the Human Resources Department.



12. Change in Status

You should keep the Bank informed about any change in your address, educational qualifications and marital status.

13. Declaration under Companies Act

In accordance with provision of Companies Act, 2013, you are requested to make a declaration whether you are in any way related to or you have business connections with any of the Directors of the Bank.

14. Weekly Working

Your working week will be as per the practice followed in the establishment/department/section in which you are posted. The Bank shall not be required to pay any overtime wages to you for employment services performed outside working hours or on public holidays.

15. Leave

You will be entitled to paid leave in accordance with the leave policy of the Bank. The facilities, amenities and leave granted to employees in excess of the statutory requirements do not form part of the conditions of service and are

50/1
24

...event of a breach or a threatened breach the Bank shall in addition to any other remedies provided herein or otherwise available by law have the right and remedy to have covenants specifically enforced by any court having jurisdiction.

22. Agreement not to Solicit Employees, Suppliers and Customers

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any supplier of the Bank or any of its affiliates to cease to supply or restrict or vary the terms of supply.

During the term of your employment with the Bank and thereafter, you shall not personally or through an agent, Bank or otherwise in any manner directly or indirectly induce or attempt to induce any customer or client of the Bank or any of its affiliates to cease to procure such products and/ or services.

During the term of your employment and after termination of your employment with the Bank, you will not directly or indirectly solicit, recruit, induce or persuade any of the employees of the Bank or any of its affiliates to leave their employment or take away such employees, or attempt to solicit, induce, recruit, encourage to leave their employment or attempt to take away employees.

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or anything of value in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

23. Prohibitions under FCPA and PCA

During the term of your employment, you shall follow the prohibitions as laid down under Foreign Corrupt Practices Act of 1977 (FCPA) and Indian Prevention of Corruption Act 1988 (PCA) and shall abide by the law and bribery provisions as stated in the Act.

As per the terms stated in the Act, the employee cannot directly or indirectly make, promise, offer or receive cash, gifts or anything of value in order to get, keep or provide business, to learn confidential information or to influence official action or inaction by a Government Official.

24. Governing Law and jurisdiction

This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to exclusive jurisdiction of courts of Jaipur (Rajasthan) whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

Retirement

The last date of employment for a retiring employee at AU Small Finance Bank has to be the last working day of the month in which the employee completes 60 years of age.

I hereby confirm that I will abide by the Code of Conduct- Prevention of Insider Trading Policy ("Code") of Bank and Securities and Exchange Board Of India (Prohibition Of Insider Trading) Regulations, 2015 ("Regulations") and any amendment made therein time to time. Also if I would have access to any unpublished price sensitive information (referred as "UPSI") then I shall be strictly governed by Code of Bank and shall ensure the confidentiality of the UPSI received about AU SMALL FINANCE BANK LIMITED. I further, confirm that said code and Regulations shall be binding on me for a period of six months from the date of relieving.

For AU Small Finance Bank Limited

Smit Bhatia



Smit

Savitri Bhatnagar

AUTHORIZED SIGNATORY

Acknowledgement and Acceptance

I hereby accept this offer-cum-appointment letter on the above-mentioned terms and conditions and agree to abide by the rules & regulations of the Bank as are in force from time to time. The current issue of the rules has been read and understood by me before signing this letter.

Joining Date : 8th July, 2019

Candidate Name : Savi Setia

Candidate Signature : Savi Setia

Date of acceptance : 4th July 2019





savi setia <savi.setia2016@rnbglobal.ac.in>

New Doc 2019-07-04 10.42.44

2 messages

D K Setia <dksetia026@gmail.com>
To: SAVI.SETIA2016@rnbglobal.ac.in

4 July 2019 at 10:49

New Doc 2019-07-04 10.42.44.pdf
3380K

savi setia <savi.setia2016@rnbglobal.ac.in>
To: Savi.s.arora1411@gmail.com

4 July 2019 at 10:51

----- Forwarded message -----
From: **D K Setia** <dksetia026@gmail.com>
Date: Thursday, 4 July 2019
Subject: New Doc 2019-07-04 10.42.44
To: SAVI.SETIA2016@rnbglobal.ac.in

thanks for your attention,
savi setia



New Doc 2019-07-04 10.42.44.pdf
3380K



Mohit Singal <mohit.singal2018@rnbglobal.ac.in>

Regarding placement.

2 messages

Mohit Singal <mohit.singal2018@rnbglobal.ac.in>

11 December 2019 at 12:05

To: RNBGU / Student Helpdesk <student.helpdesk@rnbglobal.edu.in>

Respected sir,

I Mohit Singal student of MBA IV Sem. in the school of commerce and management want to say that, I went to give the interview on Monday (09 Dec. 2019)

and i got selected for the job.

The details of the company are as follows:

1. Company's name :- Toppr Technologies Pvt. Ltd.
2. Designation :- academic consultant
3. Selection process :- walk in interview
4. Date of joining :- 12 Dec. 2019

Please find the attached documents related to joining.

Thanks and regards

Mohit Singal

MBA IV SEMESTER

Mohit_Singal.pdf

Amphiplex Page for the
Academic Consultant, Toppr
Company :- 20191211_110956.jpg

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**Mohit Singal** <mohit.singal2018@rnbglobal.ac.in>

11 December 2019 at 12:07

To: RNBGU / Student Helpdesk <student.helpdesk@rnbglobal.edu.in>

Respected sir,

I Mohit Singal student of MBA IV Sem. in the school of commerce and management want to say that, I went to give the interview on Monday (09 Dec. 2019)

and i got selected for the job.

The details of the company are as follows:

1. Company's name :- Toppr Technologies Pvt. Ltd.
2. Designation :- academic consultant
3. Selection process :- walk in interview
4. Date of joining :- 12 Dec. 2019

Please find the attached documents related to joining.

Thanks and regards

Mohit Singal

MBA IV SEMESTER

[Quoted text hidden]

2 attachments

20191211_110956.jpg

271K

An offer from Toppr for the
Academic Consultant (Sales
Executive - JAIA1) job Inbox



Ankita Singh

to me

2 days ago [View details](#)



Dear MOHIT,

It is my great pleasure to offer you the position of Academic Consultant (Sales Executive - JAIA1) at Toppr.

Please take a moment to review and sign the document by clicking on the link below:

[https://toppr.workable.com/offers/
QBDXCsgBkpKXCkN4AfCkAXLuQld1px
D1L34jqml1OgE/
27f19ec1fe6b84821c9c9ac3ca022383](https://toppr.workable.com/offers/QBDXCsgBkpKXCkN4AfCkAXLuQld1pxD1L34jqml1OgE/27f19ec1fe6b84821c9c9ac3ca022383)

We look forward to welcoming you onboard.

Should you have any further questions, please do not hesitate to contact me.



Sincerely,

Ankita Singh

Annexure

Employee name - Mohit Singal
Designation - Academic Consultant
Date of Joining - 12th Dec 2019

Compensation structure

| Category | Component | Monthly | Yearly |
|-------------------------------|-------------------------------------|---------|---------|
| Taxable | Basic | 14,583 | 175,000 |
| | HRA | 7,292 | 87,500 |
| | Children Education Allowance | 0 | 0 |
| | Statutory Bonus | 1,215 | 14,580 |
| | Special Allowance | 4,277 | 51,320 |
| Reimbursements | LTA (1) | 0 | 0 |
| | Professional Training & Development | 0 | 0 |
| | Books & periodicals | 0 | 0 |
| Gross Salary | | 27,367 | 328,400 |
| Retirals | PF contribution (employer) | 1,800 | 21,600 |
| | ESIC contribution (employer) | 0 | 0 |
| Base cost to company (CTC) | | 29,167 | 350,000 |
| Deductions | PF contribution (employee) | 1,800 | 21,600 |
| | ESIC contribution (employee) | 0 | 0 |
| | Professional Tax (2) | 208 | 2,500 |
| Net Pay before tax | | 25,358 | 304,300 |
| Variable sales incentives (3) | | 60,000 | 720,000 |



(1) Tax deduction will be based on documents and bills submission

(2) Can change as per state norms and monthly gross income

(3) Revenue based weekly incentives; current structure is upto 15% of revenue realised in bank. At a target achievement of Rs. 1,00,000 per week, these incentives can amount to Rs. 60,000 p.m. Please note that the company's incentive structure and your targets can change based on business needs



Mohit Singal <mohit.singal2018@rnbglobal.ac.in>

Offer Of Employment

1 message

CnBOffers@infosys.com <CnBOffers@infosys.com>

3 January 2020 at 17:41

To: mohit.singal2018@rnbglobal.ac.in

Cc: infosysBPOffers@infosys.com, MAHALAKSHMI.M09@infosys.com, GULSHAN.ASLAM@infosys.com, BADHAN.DAS@infosys.com, JIBIN.JOHN01@infosys.com, AKSHAY.P01@infosys.com, ANSHUL.KHANDELWAL@infosys.com, VARUN.JAGATHPALJAIN@infosys.com, VISMAY.S@infosys.com

Dear Mohit Singal,

Congratulations! We are pleased to extend you an offer of employment as Junior Accountant. Welcome to the Infosys BPM family.

At Infosys BPM, we don't just come to work. We realize our dreams and those of our clients, and we are sure, so will you. We believe in setting the bar high for new industry benchmarks, and raising them as soon as we set them. Excellence is what we look to achieve in all our engagements.

The soft copy of the offer letter is enclosed for your reference that includes a list of benefits that you are entitled to upon joining. The hard copy of the offer letter will be handed over to you on the day of joining.

We look forward to working with you.

Joining Date & Time: 13.01.2020 at 08:30 AM.

Induction Venue:

Infosys Ltd., No. 350, Hebbal Electronics City, Hootagalli, Mysore 570027

Note:

1. Please carry two sets of printed copy of the attached Offer of employment.
 2. You are required to mandatorily carry all the documents mentioned on Page 2 of the offer of employment in original + two sets of photo copies, failing which we would not be able to complete your onboarding.
 3. You are required to carry the medical test sheet (part of offer of employment) duly filled by concerned Doctor at your own cost and there will be no reimbursement for the same.
 4. You are required to complete your web registration with National Skills Registry before you join the Organization.
- You will also have to produce the proof of registration when you join the organization. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empanelled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

Please contact your Recruiter for any clarifications.

Regards,
HRD- Talent Acquisition,
Infosys BPM Limited



2 attachments

Offer Of Employment.PDF
170K

Rewards and Benefit.PDF
36K



LETTER OF INTENT

To

Mohit Singhal,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("Company"). Based upon our evaluation, we are pleased to inform you that you have been shortlisted to the next stage of our selection process (document verification) on the following terms and conditions:

- | | | |
|--------------------------|---|---------------------|
| a) Role | : | Process Executive |
| b) Role designation | : | Junior Accountant |
| c) Job level | : | 2B |
| d) Date of Joining | : | 13-Jan-20 |
| e) Location of Posting | : | Jaipur |
| f) CTC (During training) | : | Rs. 12731 per month |

This letter does not constitute an employment offer or intent to make an employment offer at a future date. If you clear further rounds of our selection process as referred above, an offer letter will be sent to your email ID with all the details about your joining. However, there are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of such terms and conditions to a candidate.

1. A candidate has to be medically fit at the time of joining the Company. The candidate may be required to submit a medical certificate signed by a doctor certifying the same. Further, the Company reserves the right to conduct its own health checks.
2. Post selection an employee may be assigned to work at / be transferred to any of the Company's units / departments, affiliate entities or subsidiary companies.
3. Any inaccuracy of the testimonials and information provided by a candidate in his/her application form may lead to withdrawal of employment offer or termination of employment, as the case may be.
4. Infosys BPM provides transport facilities to its employees, if the employee resides within the areas as prescribed by the transport department of the Company. The areas have been defined keeping in mind the travel time and the security of our employees. Such transportation facilities are provided by way of a convenient blend of dedicated buses and cabs depending, on process timings. Prior to the date of joining, a candidate should ensure that his/her residence falls under the recommended boundary areas. Do note that complying by the transport policy is a mandatory organization requirement for employment. In case of noncompliance, Infosys BPM has the right to initiate any disciplinary action against such employee as it may deem fit. Based on location and timing of transport, employees may be required to pay for their transport.
5. Please note that the gross salary mentioned here is subject to change and that the final terms of employment along with details of salary structure will be intimated along with the offer letter.

For any further queries, please mail anshul.khandelwal@infosys.com

As stated above, this letter is being issued for information purposes only.

We request to countersign and return the duplicate copy of this Letter to place on record an acknowledgement of the receipt of this letter.



HRD/InfosysBPM/13702631

03-January-20

Mr. Mohit Singal

203, Jaipur Residency
Paschim Vihar, vaishali Nagar
Jaipur

STRICTLY PRIVATE & CONFIDENTIAL

Dear Mohit Singal,

We refer to your application for employment and the subsequent interview you had with Infosys BPM Limited ("the Company"), we are pleased to make you an offer of employment with the Company on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

- | | | | |
|----|-------------------------------|---|--------------------------|
| a) | Role | : | Process Executive |
| b) | Role designation | : | Junior Accountant |
| c) | Job Level | : | 2B |
| d) | Date of Joining | : | 13-January-20 |
| e) | Location of Posting | : | Jaipur SEZ |
| f) | Gross Salary per month | : | Rs. 12731/- |

Please refer to the Appendices to this letter for details of your CTC and other allowances.

We are pleased to inform you that you will be additionally covered under "Infosys Performance & Loyalty 2.08 Plan", upon completion of a minimum of 18 months with Infosys BPM Limited. This is subject to your successful completion of requisite qualifications and meeting performance criteria as laid down by the organization. Your compensation will also be revised on achievement of this milestone to INR 208,000 per annum in the subsequent quarter, subject to fulfilling the conditions as laid out in the policy.

1. Voice and Shift Allowances

In addition to the gross salary mentioned above, you may be eligible to the following conditional allowances which will be paid as applicable based on Company policies. These are not a guaranteed part of your compensation and will be paid if you are eligible to receive them.

- **Voice Allowance** - This amount becomes payable once you are allocated to a voice process code and based on your performance. If during the course of your employment, you get allocated to a data process code, the voice allowance will not be payable. This is not applicable for employees in various BEF streams.

 Sign your name


Company Confidential

*** Certain statutory regulations relating to employment processes (including but not limited to enrolment to Employee's Provident Fund Scheme) mandate the employer to produce Aadhar card details of its employees. For this purpose, all employees are required to produce their Aadhar card details to the Company prior to or at the time of joining the Company.

4. Background Verification

The Company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Company reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

5. National Skills Registry

The Company has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality and in order to do this, we have maintained a strong focus on compliance. NASSCOM, the premier industry Organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register employees working in our industry on a web enabled database and uniquely identify each industry person based on bio-metrics. You are required to complete your web registration with National Skills Registry before you join the Company. You will also have to produce the proof of registration when you join the Company. Failure to produce the proof of registration as acceptable to the Company on the date of joining may entail in the withdrawal of this Letter of offer and no rights shall arise/ be enforceable by you under this Letter of offer. The cost of your registration with National Skills Registry and the subsequent verification of your database by Nasscom's empanelled background checkers will have to be borne by you. For more information on national skills registry, please visit www.nationalskillsregistry.com.

6. Relocation benefits

As per the Company's policies you will be entitled to relocation benefits at the time of joining the Company. The Company will reimburse the relocation expenses incurred by you on actuals, provided you submit to the Company the receipts/invoices evidencing those expenses. The relocation benefits will be recovered from you, in case you choose to leave your employment within 180 days of your joining the Company.

7. Transfer/Secondment

Please refer to the 1st page of this Offer of employment for your location of posting. However, you can be transferred/seconded to any of the Company's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer.

8. Probation Period

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation.

Sign your name

12. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You shall execute such agreements/bonds as required by the Organization. Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

13. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Company does not accept any responsibility for its accuracy.

14. Termination of employment

Your services with the Company may be terminated by either party upon giving a written notice of 30 calendar days notice or salary in lieu of such notice.

The Company may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days' notice in writing of its intention to do so. Further the Company reserves the right to terminate the service for your failure to pass the Company's-requisite assessments and certifications as applicable.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Company's service rules which is detrimental to the business or interests of the Company.

15. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other company/entity engaged in any form of business activity without the consent of the Company. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the sole discretion of the Company.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Company at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with company regulations, as changed from time to time.
- You will be governed by the rules and regulations of the company as applicable to your category of employees, which may change from time to time.
- In case you are a person suffering with disabilities, you may have to submit a certificate countersigned by the Medical Superintendent/ Chief Medical Officer/ Head of the Hospital with their seal.
- Validity of this letter would be 7 days from the offer. The offer will be void if not accepted within 7 days of issuance. Your employment is also contingent upon your starting work with the Infosys BPM as per the joining date mentioned.

Sign your name

Appendix 1

| COMPENSATION DETAILS | |
|----------------------|-------------------|
| Name | Mohit Singal |
| Role Designation | Junior Accountant |
| Job Level | 2B |
| Date of Joining | January 13, 2020 |
| Location of Posting | Jaipur SEZ |

| Fixed Components | Amount in INR per month |
|---|-------------------------|
| Basic | 8600 |
| Fixed Dearness Allowance (FDA) | 1100 |
| Basket of Allowances (BOA)* | 0 |
| Sub Total 1 | 9700 |
| Statutory Components | |
| Company Contribution to Provident Fund | 1164 |
| Gratuity | 467 |
| Bonus | 1400 |
| Sub Total 2 | 3031 |
| Gross Salary per month - Sub Total 1+2 | 12731 |
| Total Annual CTC | 152772 |

Over and above the gross salary mentioned above you will be eligible to the following allowances provided you satisfy the conditions as laid down in Clause 1 of this letter

| | |
|---|---------|
| Voice Allowance (paid monthly on individual performance and allocation to a voice process) | Rs 2500 |
| Shift Allowance (paid monthly if you are working in night shift) | Rs 1500 |

* Basket of Allowances (BOA) comprises of HRA, LTA, Medical, Children's Education and Conveyance to be split according to an individual's tax plan.

ESI (Employee's State Insurance) may also be applicable to individual employees as per statutory regulations. If ESI is applicable, employee will contribute 1.75% of salary as ESI contribution while the Company will contribute 4.75% of salary as ESI contribution. Salary for the purpose of ESI calculation includes Subtotal 1 and Bonus.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

| Offered by: | Candidate: | SAP data provided by: | SAP data updated by: |
|-----------------------|---------------------|-----------------------|----------------------|
| Date: 03-January-20 | Date: _____, 20____ | Date: _____, 20____ | Date: _____, 20____ |
| Sign your name | Sign your name | Sign your name | Sign your name |
| Ms. Anshul Khandelwal | Mohit Singal | | |
| Print your name | Print your name | Print your name | Print your name |
| 09004666 HRD | | | |
| Emp No. Dept. Name | | Emp No. Dept. Name | Emp No. Dept. Name |

Appendix 3

| Shift Definition | | | |
|----------------------|-------------|----------|-------|
| In Time | Total Hours | Out Time | Shift |
| From 2:30 PM onwards | | | |
| 2:30 PM | 9:15 | 11:45 PM | 2 |
| 3:00 PM | 9:15 | 12:15 AM | 2 |
| 3:30 PM | 9:15 | 12:45 AM | 2 |
| 4:00 PM | 9:15 | 1:15 AM | 2 |
| 4:30 PM | 9:15 | 1:45 AM | 2 |
| 5:00 PM | 9:15 | 2:15 AM | 2 |
| 5:30 PM | 9:15 | 2:45 AM | 2 |
| 6:00 PM | 9:15 | 3:15 AM | 2 |
| 6:30 PM | 9:15 | 3:45 AM | 2 |
| 7:00 PM | 9:15 | 4:15 AM | 2 |
| 7:30 PM | 9:15 | 4:45 AM | 2 |
| 8:00 PM | 9:15 | 5:15 AM | 2 |
| 8:30 PM | 9:15 | 5:45 AM | 2 |
| 9:00 PM | 9:15 | 6:15 AM | 2 |
| 9:30 PM | 9:15 | 6:45 AM | 2 |
| 10:00 PM | 9:15 | 7:15 AM | 2 |
| 10:30 PM | 9:15 | 7:45 AM | 2 |
| 11:00 PM | 9:15 | 8:15 AM | 2 |
| 11:30 PM | 9:15 | 8:45 AM | 2 |
| 12:00 AM | 9:15 | 9:15 AM | 2 |
| 12:30 AM | 9:15 | 9:45 AM | 2 |
| 1:00 AM | 9:15 | 10:15 AM | 2 |
| 1:30 AM | 9:15 | 10:45 AM | 2 |
| 2:00 AM | 9:15 | 11:15 AM | 2 |
| 2:30 AM | 9:15 | 11:45 AM | 2 |
| 3:00 AM | 9:15 | 12:15 PM | 2 |
| 3:30 AM | 9:15 | 12:45 AM | 2 |
| 4:00 AM | 9:15 | 1:15 PM | 2 |
| 4:30 AM | 9:15 | 1:45 PM | 2 |
| 5:00 AM | 9:15 | 2:15 PM | 2 |
| 5:30 AM | 9:15 | 2:45 PM | 2 |



 Sign your name

APPENDIX 4

ADDENDUM TO EMPLOYMENT LETTER

I, _____ do hereby acknowledge and confirm the following:

(1) I am accepting employment with Infosys BPM Limited ("Infosys BPM"), with the employee number _____ effective from _____. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with Infosys BPM.

(2) I may be required, on behalf of Infosys BPM, to provide services to, or solicit business from, various clients of Infosys BPM (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys BPM for any reason, I will not:

a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve(12) months immediately preceding the termination of my employment with Infosys BPM;

b. accept any offer of employment from a Named Competitor of Infosys BPM, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys BPM.

For the purposes of this Addendum, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:

- i. Tech Mahindra Limited
- ii. Genpact Limited
- iii. WNS Limited
- iv. Tata Consultancy Services Limited.
- v. Accenture Limited.
- vi. International Business Machine Corporation
- vii. Cognizant Technology Solutions
- viii. Wipro Ltd.
- ix. HCL Limited

Place:

Employee Signature:

Date:

Employee Name:

Employee Number:



Acknowledged by Infosys BPM Limited:

Sign your name

REWARDS AND BENEFITS ANNEXURE- LEVEL 2/LEVEL 3

This document will guide you through the rewards and benefits that you are entitled to as an employee. For full details, please refer to the policies in the company Intranet (Panorama). In case you need clarification on any of the points mentioned below, please get in touch with your recruiter.

LONG TERM BENEFITS**1) Health Insurance Policy (HIP)**

This policy provides Cashless Hospitalization benefit to you and your dependents who are covered. This scheme covers a maximum of four family members including yourself. You are automatically covered under the scheme but should necessarily nominate immediate family first, in order mentioned below:

- Spouse
- Dependent children - Unmarried children below 22 years with no income

The total Health Insurance coverage is Rs.400,000 per family of 4 members (Standard Plan).

2) Life Insurance and Accident Insurance Coverage

Infosys BPM provides Life Insurance and Accident Insurance Coverage to all its employees at a cost effective rate. You will be covered under the scheme and the insurance premium will be deducted from your salary on a monthly basis. The coverage figures are as mentioned below.

| Total cover as per coverage | | | |
|--|--------------------|----------------|-------------|
| Employee's Deposit Linked Insurance (EDLI) | Accident Insurance | Life Insurance | Total Cover |
| 4,00,000 | 30,00,000 | 28,00,000 | 62,00,000 |

3) Gratuity

Gratuity is payable for continuous and meritorious service to the company. Your eligibility and the final pay out of Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act, 1972 including but not limited to the minimum service periods set forth therein.

4) Variable Pay

Level 3 employees are entitled to Variable Pay as per the Variable Pay Plan. The payout of Variable Pay is based on individual and company performance. It is paid out quarterly based on last performance appraisal ratings and prorated to the time the individual has spent in the Company.



CAREER BENEFITS

1) Higher Education Program(HEP)

The HEP program of the company gives you an opportunity to address your career aspirations by offering opportunities for higher education. You can upgrade your skills and competencies through selected channels. The company encourages and facilitates this process through ongoing addition of courses and reimbursement of portion of fees.

Please refer to the policy for details on courses and Universities covered and also on the extent of reimbursements.

2) Internal Job Posting(IJP)

Infosys BPM gives opportunities to all its employees for development and career advancement vertically and laterally, through promotion/progression and lateral movements. You can apply for an IJP provided you meet the eligibility requirements as specified in the IJP policy prevalent at that time.

Note: All benefits listed above are subject to the terms and conditions laid out in the respective policy.

All policies are subject to amendment at the discretion of the company and would be effective from the date of amendment specified in the policy.





Mohit Singal <mohit.singal2018@rnbglobal.ac.in>

Offer Letter for Employment with Dalooqa Private Limited as Research Analyst

4 messages

Neha Sethi <nehas@daloopa.com>
To: mohit.singal2018@rnbglobal.ac.in
Cc: Krishna Dev <krishna@daloopa.com>

6 December 2020 at 15:11

Dear Mohit,

It gives us great pleasure to extend you an offer to join **Dalooqa Private Limited** as a **Research Analyst**.

Please find attached the offer letter with all the relevant details.

We will need to have your acceptance of the offer letter within 24 hours. If we do not receive your acceptance within 24 hours then this offer will not be valid.

We look forward to hearing from you & welcoming you aboard!

Please bring below documents (originals as well as photocopies) on the joining date.

1. Educational qualifications certificates
2. Work experience certificates
3. PAN card
4. Aadhar card
5. Local address proof
6. Bank details in which you want your salary
7. Two photos

Address - Dalooqa Private Limited
Advant IT Park Pvt. Ltd. Plot No. 7, Sector 142, Expressway Noida - 201305
Tower A Ground Floor BC02.

Contact Person - Neha Sethi

Reporting Time - 9:30 AM

Regards

Neha Sethi
Manager HR
www.Dalooqa.com



Offer Letter Mohit Singhal.pdf
70K

Mohit Singal <mohit.singal2018@rnbglobal.ac.in>
To: Neha Sethi <nehas@daloopa.com>
Cc: Krishna Dev <krishna@daloopa.com>

7 December 2020 at 13:12

OFFER LETTER

6-Dec-2020

Dear Mohit Singhal,

We are pleased to offer you employment at **Daloopa Private Limited**. We feel that your skills and background will be valuable assets to our team.

As per our discussion, the position is **Research Analyst**. Your starting date will be **14th December 2020**.

Your annual compensation would be up to **INR 4,20,000 (Four Lakh Twenty Thousand Only)** which will be bifurcated as INR 3,00,000 (Fixed) plus up to INR 1,20,000 (Performance Bonus). Your compensation and benefits are subject to usual statutory deductions.

Kindly send us the acceptance of this offer within 24 hours. If we do not receive your acceptance of our offer then this Offer Letter will become invalid.

We look forward to welcoming you as a new employee at **Daloopa Private Limited**.

Sincerely,

Neha Sethi
HR Manager

NOTE- This is a system generated offer letter. Hence does not require any signature.





Date: 12th Nov'19

Name of the Candidate – Priya Jain

Name of the Institute – RNB Global University, Bikaner

Dear Candidate,

This has reference to your application requesting Internship in our organization as a part of your curriculum. We are pleased to offer you Internship with our **Store Operations Department**, in order to impart on job training and provide you with an opportunity to gain industrial experience on the following terms and conditions.

1. Your Internship shall begin on 1st Dec'19 and shall complete at close of working hours on 31st Jul'20, unless otherwise extended/modified in writing.
2. You shall undergo internship training under the assigned mentor to understand the various aspects of the project assigned to you.
3. You will not be paid any compensation for the period of Internship. However, to defer your day to day travelling and out of pocket expenses, you will be paid monthly half Conveyance expenses of Rs. 15,000/-. They will be paid on pro-rated basis if there is any absence during the month.
4. Please note that your engagement is purely as an Intern and you not being an employee, will not be eligible and/or entitled to receive the benefits as are applicable to regular employees of the company. This internship does not entitle you to a permanent employment with the organization.
5. During the Internship with us, you shall not be engaged, concerned or interested directly or indirectly in any other Internship/ project whatsoever, but shall devote your whole time, attention and abilities exclusively to the performance of duties assigned to you. You shall not, during your Internship with the company, discuss, divulge or communicate to any person or persons any information of a confidential nature relating to the trade or business of the company. Further you shall not engage yourself in any act of misconduct / subversive of discipline or efficiency. Any contravention of the clause will amount to gross misconduct during the Internship and your Internship may be discontinued along with suitable disciplinary action.
6. The Company shall not be liable for any Accident during the period of training. You shall adhere to all safety related instructions/SOPs.
7. The Transport and Residential Accommodation facility shall not be provided by the company.
8. During our Internship period you shall, at all times, wear a formal attire.
9. Non-compliance with any stipulations/rules of conduct may lead to discontinuation of internship with immediate effect.
10. As a part of the Project, data collection/questionnaire format/informal response from employees within the organization is NOT allowed, unless permitted by us.
11. The Company reserves the right to discontinue your Internship program at any time without assigning any reason thereof.



Reliance Retail Limited. (Reliance Fresh Limited), Anand Bhawan, 1st Floor, Sansar Chandra Road, Jaipur - 302 001. Phone : +91 141 4011211

CIN : U01100MH1999PLC120563

Registered Office : 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai - 400 002, India.
www.reliance-retail.com



12. Please carry the documents as mentioned in Annexure A on your day of joining.
13. After completion of internship, the student is required to submit the project report in duplicate and duly signed by the concerned supervisor to the undersigned.
14. You are advised to get in touch with the HR Department for any query on reporting time for the Internship.

Yours sincerely,
For Reliance Retail Limited

Authorized Signatory

This offer is received, terms and conditions are accepted.

Name of the Candidate :
Date :

ANNEXURE A

- (i) Undertaking on Rs.20/- on Non-Judicial stamp paper (as per attached format).
- (ii) Xerox copy of identification
- (iii) A letter from respective Principal / HOD reconfirming their identity and the training duration and dates.
- (iv) Two numbers of stamp passport size photographs.
- (v) Fitness certificate (from MBBS doctor)
- (vi) Original and one photocopies of this letter.
- (vii) Latest copy of ID (College Id & 1 Other ID proof) & Address Proof.
- (viii) Cancelled Cheque leaf (CTS 2010 Compliant with IFSC & MICR Codes)



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