



**RNB**

GLOBAL UNIVERSITY

Educating stars for tomorrow

**Placement Details of**  
**2020-2021**

**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

# PLACEMENTS

## 2021

DOC202012100001



**RNB**  
GLOBAL UNIVERSITY  
Educating stars for tomorrow

**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

## INDEX

S.No	Topic	Page No.
1.	Placement Policy and Rules	1-6
2	Annexure I- CLD Registration Form: Placement	7
3.	Annexure II- Declaration by Student for Placement Assistance	8
4.	Annexure III- Undertaking By Students For Exemption From Placement Assistance	9
5	Annexure IV- Application for Project Semester	10
6	Annexure V-Request For "No Objection Certificate" For Placement On Self Basis	11



## 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 post graduate students are eligible to participate in the recruitment process provided that they have successfully completed the semester examinations/course and their conduct at the University has been satisfactory throughout the course.
2. To be eligible to participate in the on-campus recruitment process, students must fulfil the required nomination and registration process.
3. 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**
4. Students not interested in placements **do not have to register** for placements .However they have to submit an undertaking (Undertaking by Students for Exemption from Placement Assistance) duly signed by their parents before the end of 3<sup>rd</sup> semester and last date as notified by the University. The same will be required to obtain No Dues from the university after the final semester.



5. CLD is a facilitator and shall assist the students in 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.
6. One should apply to an organization only if he/she is eligible and interested in taking up a job at that organization.
7. 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.
8. 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.
9. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. on the notice boards of CLD Office/and website/or mail and must respond within the stipulated time period. No individual communication would be done with the students.
10. Students can also put up their queries / suggestions by writing an e-mail to the CLD, mentioning their Roll No. / Registration ID or meet them in person
11. Students must submit their Resume/documents/application within the deadline announced by the University. Late submissions will not be entertained.
12. It is the responsibility of the students to ensure timely submission of latest photographs, updated resume in the standard format (provided by CLD), certificates, mark sheets and testimonials, whenever required.
13. Students are advised to keep a **placement file** ready with them containing 5-6 copies of all the above documents. This file is required to be carried along with the Identity card at the time of GD / PI / aptitude test for placements.
14. In case of any discrepancy or amendments in resume, students must inform the CLD by submitting a hard copy of amended resume and also submit a soft copy to the department.
15. At the time of appearing for interviews, students **MUST** carry copies of the Resume which was forwarded to the company through the University.



16. All sessions (guest lectures, seminars, workshops, industrial trips, etc.) are an important part of the curriculum, an extension of the class room learning and have a direct bearing on the placements. The attendance in these sessions would be monitored and students who fail to attend these sessions may avail lesser options than others.
17. Attendance in activities such as mock interview / GD /PI and other skill based assessments is compulsory. These are being conducted for assessing and providing feedback on improving the employability skills of the students.
18. The University adheres to one student, one job-acceptance policy. The students will be eligible to get only one offer from the company in respect of summer/final placement through the University. However, for students who have accepted a job offer by a company offering a CTC below **2.2 lakhs per annum**, there is an exception. Such students would be given a chance to reapply for the recruitment process on case to case basis; although the CLD does guarantee to provide the same.
19. It would be mandatory for the student who applies and gets shortlisted; to go through the entire selection process unless rejected midway by the company. Any student who withdraws his/her candidature deliberately in the midst of a selection process, without substantial reason, will be disallowed from the recruitment process for the rest of the academic year.
20. Students not appearing for the interview on the planned date would not get second chance to appear for the interview of that particular company except in some emergency cases.
21. Students may be required to go to the companies' office or venue for the purpose of summer/final placement as decided by the company.
22. Shortlisted candidates will have to bear the expenses for the journey/travel for the placement procedure.
23. Communication with the firms which are visiting the campus (for 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.
24. Pre-placement talks serve as a means to clarify details such as salary break-up, job profile, place of work, bond details etc. with the companies. Students are required to be well-versed with all these details by clarifying them during the pre-placement talk.
25. Any student who has received Pre-placement offer/s from the firms (during their summer internship / off campus interviews), should intimate the same to the department within a week of receiving offer letter



26. Students interested in a particular company are required to attend its pre-placement talk. Only students who have attended the pre-placement talk will be eligible to apply for that company.
27. Students are encouraged to clarify their doubts with the HR's during the Pre-placement talk only.
28. On receipt of a job offer from the company (through the University) the shortlisting of students by the CLD would be done considering the following factors:
  - i. Student's academic Record.(10th ,12,Graduation & PGDM)
  - ii. Area of Major specialization
  - iii. Participation in Pre- Placement activities
  - iv. Interest of the student in the job offer.
29. After having accepted a job offer, if a student does not wish to join the company due to genuine reasons such as pursuing higher studies, then the student is bound to inform the University and abide by the agreements/bonds they enter into with the company.
30. If a student does not join the company even after expressing willingness in writing, S/he will be disallowed from the placements for the rest of the academic year.
31. If a student 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.
32. Any student who has applied or secured job directly is advised to inform CLD regarding their selection and voluntarily withdraw his/her candidature from placements for the benefit of the other students.
33. The University would allow the students to join the companies in their last semester, as a Project Semester. The students will have to apply for the project semester as per the application given in this document, and will have to comply with the rules of Project semester as amended from time to time by the University.
34. Students joining companies from start of IV semester and till the month of February end( 28 or 29 February )of the academic session in progress are only eligible to opt for project semester
35. The Project Semester application is to be submitted by the student to the Convenor CLD , at least one week before proceeding to join services of the company in which he/she is selected.
36. Students interested in applying for placement 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. Contact details-phone number/mobile/email



- iii. Mail or letter received from company
  - iv. Selection process
  - v. Request for prior approval of OD to appear in selection process (if applicable)
  - vi. Any other relevant information relevant for providing NOC
37. In case the student fails to obtain the NOC , either for Placement on its own or apply for Project Semester before the stipulated time , it will result in cancellation of either of the two.
38. Any student joining any company & then reporting for the Project Semester, without prior approval & without obtaining the NOC from the University , would not be applicable for the project semester & the student have to sit in the regular exam. In such case , it will be the responsibility of the student to attain the required attendance for sitting in the examinations, as per the examination policy
39. In case of being selected for placements, overall attendance of 80% is required for taking the End Semester Examinations or opting for Project semester exams. The attendance will be calculated as per the total classes attended before the selection for the placement plus the attendance counted based on the number of days worked for the organization, which needs to be supported by the attendance documents from the organization.
40. Attendance documents from the organization can be -Copy of attendance sheet or record maintained by the company, signed by supervisor or manager of the company joined; Salary slips for the said duration and/or any other proof of your attendance at the company since joining.
41. For all the MBA students who wish to take up placements & opt for Project Semester the above mentioned( point 39) attendance documents is/are required as a pre-requisite for appearing in Project semester examination
42. It will be the sole responsibility of the student to maintain the required attendance and provide necessary documents of
- (i)selection in the company and
  - (ii)attendance with relevant proof to ascertain their eligibility to appear for the end semester evaluation –regular exams or project semester examination These to be shared at least one week before the commencement of the End Semester exams



### **Student Code of Conduct**

1. Students need to be formally dressed in all placement activities, interviews in campus or off campus. Students not professionally dressed would not be permitted to appear in the interview process.
2. Dress Code for the students in all placement related activities including interviews, GD, seminars, guest lectures and industrial trips, etc. is as follows:
  - a. Boys: Corporate Suit, Necktie, Light coloured plain or white shirt, dark coloured trousers, Blazers.
  - b. Girls: Corporate Suit, Necktie, Light coloured or White shirt, Trousers, Blazer
3. Students must carry their I-cards at all times during interviews & screening tests. No one will be allowed to enter the test/interview venue without the I-card.
4. Attendance of shortlisted/eligible students in placement drives is mandatory.
5. Students involved in any 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.

### **Note:**

Placement Assistance means activities related to both: Internships & Placements.





**CLD Registration Form: Placement**

**(Annexure-I)**

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 Placement Assistance**

**[Annexure-II]**

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

1. I have read and understood the terms and conditions of placement policy laid down by the University to provide placement assistance.
2. I will abide by the rules and regulations laid down by the University for on-campus Recruitment Process failing which I will be debarred from the on-campus recruitment process and will not have/make any claim on the University in this regard.
3. I am aware of the one student, one job-acceptance policy of the University. Thus, after accepting a job, I will automatically not be allowed to participate in any further recruitment process.
4. I am aware that the University is facilitating companies for placement drive. 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. **It will be my sole responsibility to maintain the required attendance and provide necessary documents of (i)selection in the company and (ii)attendance to be eligible to appear for end semester /project semester examination as applicable.**
6. 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
7. I have informed my parents and they are also aware of the terms and conditions of the University Placement Policy.

**Name of the Student-**

**Signature-**

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

**Signature-**

**Name-**

**Dated-**





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

**(Annexure-III)**

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

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

**Name of the Student-**

**Program-**

**Enrolment No-**

**Signature-**

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

**Signature-**

**Dated-**





**APPLICATION FOR PROJECT SEMESTER(Till end of February)  
(Annexure-IV)**

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

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

Respected Sir,

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

**Subject:** Opting for Semester IV as 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. **It will be my sole responsibility to maintain the required attendance and provide necessary documents of (i) selection in the company and (ii) attendance to be eligible to appear for project semester examination. These will be shared at least one week before the commencement of End Semester Exams**
8. 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-

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-





**REQUEST FOR "NO OBJECTION CERTIFICATE" FOR PLACEMENT ON SELF BASIS**

**(Annexure-V)**

**Roll No:** ..... **Enroll. No:** .....

**Student Name:** .....

**Program** ..... **Session** .....

- i. Name of Company: \_\_\_\_\_
- ii. Registered company(Yes/No): \_\_\_\_\_
- iii. Tenure of establishment: \_\_\_\_\_
- iv. Industry: \_\_\_\_\_
- v. Location: \_\_\_\_\_
- vi. Contact details with phone/ mobile/email : \_\_\_\_\_
- vii. Designation Offered: \_\_\_\_\_
- viii. Package(CTC) : \_\_\_\_\_
- ix. Letter or mail received (Attach photocopy): \_\_\_\_\_
- x. Selection Process: \_\_\_\_\_
- xi. Request for prior approval of OD to appear in selection process (if applicable):  
\_\_\_\_\_
- xii. Any other relevant information for providing NOC:  
\_\_\_\_\_

Signature of Student



Ref: HR/DEC/20/B1/58358220/60135644/1000913666

Date: 10 December, 2020

Kajal Soni  
Bhawani Residency, near meena nursing home  
via gangashahar road  
Bikaner 334001  
Rajasthan, India

**Dear Ms. Kajal**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Ajmer, Rajasthan.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 14 December, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 26,410/- (Rupees Twenty Six Thousand Four Hundred Ten Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4,81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



26 Sep 2020

Dear Sanjay Soni,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in Level 1 of our Company.

Components	Rs.Per annum
Basic	64,500
Supplementary Allowance	1,15,500
Flexible Compensation Plan	3,298
Employers Contribution to PF	21,600
Gratuity	3,102
Minimum Statutory bonus	7,000
<b>Total Fixed Pay</b>	<b>2,15,000</b>

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,



Vineet Tyagi  
Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.





## Offer Letter

Name: Ajay Bagri

Date: Wednesday, August 12, 2020

Dear Mr. Ajay Bagri,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

- 1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, August 18, 2020. Your work location would be Bikaner / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- 2. Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- 3. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- 4. Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales or 8 LPA (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

5. Department, Designation & Reporting Manager:

Department : Business Development (51000000)  
Designation : Business Development Trainee - Sales  
Reporting Manager : Aishvary . (TNL201611035)  
Role Location : Bikaner / Bangalore  
BDT Training Location : Byjus - Bangalore

The two months training will be conducted out of BDT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location.

6. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 2 months training period.

7. Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

8. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.



9. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

10. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

11. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

12. Termination: Subject to Clause 2, your services may be terminated in the following manner:

a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.

b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door



and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

13. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

14. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

15. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

16. General Provisions:



- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
- i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j. All disputes arising herein shall be governed by the laws of India and the jurisdiction



to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. 3 Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorized signature.





Date: 04<sup>th</sup> February 2021

Name of Candidate: **Mr. Shubham Kumar**

Subject: Offer Letter

Dear **Mr. Shubham Kumar**,

We have pleasure in offering you a position of "**Assistant Sales Manager**" at **Bangalore Office of PropertyPistol Realty Pvt. Ltd.**

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **11<sup>th</sup> March 2021.**

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt.Ltd.**

Authorized Signatory

I **accept** the above offer of employment

Signature:

Name of candidate: **Mr. Shubham Kumar**



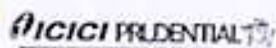
## Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive *	40,000	4,80,000
Total CTC (Including Incentive)	65,000	7,80,000

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- \*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.



# Offer Letter



26 Sep 2020

Dear Rashi Ratawa,

We are pleased to offer you the position of FINANCIAL SERVICES CONSULTANT in Level 1 of our Company.

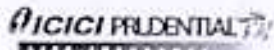
Components	Rs.Per annum
Basic	64,500
Supplementary Allowance	1,15,500
Flexible Compensation Plan	3,298
Employers Contribution to PF	21,600
Gratuity	3,102
Minimum Statutory bonus	7,000
<b>Total Fixed Pay</b>	<b>2,15,000</b>

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.





You are required to submit the requisite documents & proofs of successful completion of your graduation course within 6 months of joining the organization.

We look forward to your joining the company and wish you a long and successful career with the organization.

Best Regards,

Vineet Tyagi  
Vice President  
Human Resources  
ICICI Prudential Life Insurance Co. Ltd.



**FLORET IMPEX PRIVATE LIMITED**  
**414, 4TH FLOOR, ALANKAR PLAZA CERNTRAL SPINE**  
**VIDHYADHAR NAGAR, JAIPUR 302039 (RAJ.)**  
**TELEPHONE NO.:- 0141-2232348, +91-9785499915**

Salary Slip of September, 2021

<b>CHAMAN TANWAR</b>		Empolyee Code:	N.A.
Address :- Purani Ginani, Dhanwariya Ka Mohalla, BIKANER (RAJ.) - 334001		Total Days:	30
		Weekly Offs / Holidays / Leaves:	X / 0 Days Leave
		Working / Payable Days:	XX / 30 Days Excluding Fixed Weekly Off & Applicable Holidays
		PF. A/c No	N.A.
Designation:	Marketing Manager	PAN :	BAJPT8201N
Location:	Jaipur, India	Monthly Salary :	40000.00
Earnings	Amount (Rs.)	Deductions	Amount (Rs.)
Basic	16,000	PF Amount	-
HRA	8,000	ESI	-
Transport Allowance	6,000	Advance / Leaves (- Days)	-
Child Education Allowance	2,000	Cab/Transport Facility	-
Medical Allowance	6,000	TDS (Estimated Average)***	-
LTA (Local travelling allowance)	2,000		
Expenses Reimbursement**	-	<b>Deductions Total</b>	-
Cab/Transport Facility (Variable)	-		
<b>Earnings Total</b>	<b>40,000</b>	(Deductions U/S 80C to 80U)	
<b>Net Payable Salary</b>	<b>40,000</b>		


(Rupees - Thirty Five Thousand Only).

General Notes :-

- \* Salary & Expenses Reimbursement always paid separately.
- \*\* Expenses Reimbursement is treated as company's general cost.
- \*\*\* Please refer Salary Computation for average monthly Tax amount & Tax has been deducted tentatively, after considering the maximum limit of tax saving investment made by employee.

FOR :- FLORET IMPEX PVT. LTD.

For Floret Implex Pvt. Ltd.

  
Director

Authorised Signatory





To,  
Kotni Devika,  
Vijayalakshmi Agaraja Cement Shop,  
Near Current Transformer,  
Satyavaram village, Narasannapeta(M),  
Srikakulam - 532421  
Andhra Pradesh.

16<sup>th</sup> April 2021

Dear Devika,

Sub: Letter of Intent for Appointment.

This is with reference to your application and further interviews you had with us, we are pleased to offer you employment in our organization as detailed below.

**Designation: Business Analyst**

**Joining date: On April 19, 2021**

**Place of Posting: Gachibowli (Hyderabad)**

**Salary: 20,000 per month (First six months of Probation period)**

**Includes two years of commitment with the Organization**

A detailed letter of appointment includes all terms and conditions as agreed, would be issued upon your joining with us.

For Bridgesoft Solutions Pvt Ltd ,

**Neethu Landa  
HR Team**



Accepted: \_\_\_\_\_

(Signature of an Employee)



+91 8050829512  
contact@thehack.in  
www.ewar.in

## OFFER LETTER

Date: 25/02/2021

Dear Jeet Kumar Thapa,

thapajeetkumar@gmail.com

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

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

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

PARTH CHADHA  
CEO, COFOUNDER  
GHACK TECHNOLOGIES





+91 8050829512  
contact@thehack.in  
www.ewar.in

#### Annexure A

You shall be governed by the following terms and condition of service during your Tenure with gHack Technologies, and those may be amended from time to time.

1. You are being hired as a "HR" and **Nasreen Khan** would be your Reporting Manager and Mentor.
2. Your **Date of Joining** will be **25/2/2021**. You are expected to devote your time and efforts solely to gHack Technologies work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. There will be catch ups scheduled with your mentor to discuss work progress and overall experience at regular intervals.
4. All the work that you will produce at or in relation to gHack Technologies will be the intellectual property of gHack Technologies. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your tenure will be your responsibility. gHack Technologies operates on zero tolerance principle with regard to any breach of data security guidelines.
6. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.





+91 8050829512  
contact@thehack.in  
www.ewar.in

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of indisciplinary behaviors.

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

9. gHack Technologies is a startup and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.

10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are core of what gHack Technologies stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

12. **Your salary per month will be 30,000/-(fixed) plus performance pay(based on Performance).** All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis.

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

NAME: Jeet Kumar Thapa

PLACE: Bikaner

SIGNATURE:



DATE: 25/02/2021

Dated: 18 Jan, 2021

Near Lakhara shiv mandir,  
Ward no 17,  
Nokha, Bikaner

Sub: Probation Intention Letter

Dear Komal Samdariya,

Subsequent to your interview with us, we are pleased to offer you an appointment on probation as a **Jr. Php Developer** in **Creating Lines** on the terms and conditions agreed mutually.

Your probation period starts on the day you join the organization. Your preferred date of joining as intimated to you is **Monday, 18<sup>th</sup> Jan 2021**.

Acknowledgement bearing your consent to this intention letter is requested.

Enclosed is your tentative Job Role and Remuneration description for the probation period. The same may be revised upon this period's completion. The said probation period may be extended or reduced as per the need of the organization.

Best Wishes

For Creating Lines

Pragati Malpani



**Creating Lines**

1<sup>st</sup> Floor, Sahu Mansion, Opp. Metro pillar no. 63,  
Ajmer Road, Sodala, Jaipur, Rajasthan  
Pin: 302006

<https://creatinglines.com>  
[hr@creatinglines.com](mailto:hr@creatinglines.com)

## Basic terms and conditions during the 3 months' probation period

### Working Hours

1. Creating Lines follows a 6 day working week i.e. Monday to Saturday
2. The office hours are from 10:00 AM to 07:00 PM, but it may extend or change as per business needs.

### Leaves and Holidays

1. Probation period does not consist of any paid holidays. You will be required to work all days except declared public holidays.
2. You will be expected to inform the organization well in advance before taking any leave.
3. All leave will be subject to sanction from the competent authority.

### Bonuses and Commissions

1. On successful completion of the 3-month probation period, you are entitled to a onetime bonus of Rs. 5000 (Indian Rupees Five Thousand only) to be paid with the salary of the following next month.

### Resignation Terms

1. Resignation within the probation period will be considered as the violation of the terms and conditions.
2. In case of violation of the above terms
  - a. No Experience certificate will be provided.
  - b. You will never be able to re-join Creating Lines or associated organization.

### General Terms and Conditions

1. Your services are liable to be transferred to any of our Offices, Branch Offices, Work Places, Institutions in Jaipur or to any place existing or that may come into existence hereafter or that may be established in future where your services may be required.



**Creating Lines**

1<sup>st</sup> Floor, Sahu Mansion, Opp. Metro pillar no. 63,  
Ajmer Road, Sodala, Jaipur, Rajasthan  
Pin: 302006



<https://creatinglines.com>  
[hr@creatinglines.com](mailto:hr@creatinglines.com)

2. Your services will be governed by the rules that remain in force or that may be framed in future or amended or modified from time to time.
3. Duration of probation period may increase or decrease as per your performance.
4. During the service period or otherwise you shall not discuss, divulge or communicate to any person, firm or corporate body any information pertaining to the organisation and its interests, trade, business, finance or the working of any process or invention which is carried on or used by the organisation or any other matter that may come to your knowledge / notice during the course of your employment or otherwise.
5. As an employee on probation of this organization, you will not take any interest directly or indirectly in any other Occupation, Profession, Vocation, Trade, Business or Employment whatsoever except with specific permission of Management in writing. You shall devote your entire Time, Energy, Talent and Skill exclusively to the performance of your duties assigned to you from time to time.
6. You shall maintain proper dignity of your office and shall deal with the matters with sobriety. You shall maintain and keep in your safe custody any such Books, Documents, Papers, Registers, Equipments and other assets that may be issued to you or that may come in your possession during the course of your association and shall return the same whenever required.
7. You will be required to submit various documents in support of stated Qualifications, Work Experience, Identity Proof, Pan Card, Address Proof, Relieving Certificate from last employer, Proof of your Last Drawn Salary and fulfil all joining formalities at the time of reporting for duties, failing which the company reserves the right to consider this offer null and void.
8. This appointment is subject to your being found and remaining medically, mentally and physically fit. Creating Lines reserves the right to ask you to undergo medical examination as and when considered necessary.
9. In case of any dispute arising out of interpretation of any or all items of the above terms and conditions the decision of the Creating Lines' management shall be final and binding upon you.
10. Any dispute or difference that may arise between you and the organisation will be strictly regulated in terms of this Appointment and Standing Orders that may remain in force besides Office Orders that are Issued, Amended, Modified and Framed from time to time and the legal Jurisdiction in all cases shall always remain Jaipur, Rajasthan.



**Creating Lines**

1<sup>st</sup> Floor, Sahu Mansion, Opp. Metro pillar no. 63,  
Ajmer Road, Sodala, Jaipur, Rajasthan  
Pin: 302006



<https://creatinglines.com>  
hr@creatinglines.com

11. This appointment is subject to confirmation of your having understood and accepting the terms and conditions as mentioned herein. Please Sign the copy of this letter as a token of your acceptance and acknowledgment of the same.

I have read and understood the above terms and conditions of employment and am accepting the same.

Date:

Signature: \_\_\_\_\_  
(Komal Samdariya)



**Creating Lines**

1<sup>st</sup> Floor, Sahu Mansion, Opp. Metro pillar no. 63,  
Ajmer Road, Sodala, Jaipur, Rajasthan  
Pin- 302006

<https://creatinglines.com>  
[hr@creatinglines.com](mailto:hr@creatinglines.com)



# AVON METERS PRIVATE LIMITED

Mfr. of : Static kWh Energy Meters

( AN ISO 9001-2008, ISO 14001-2004 & ISO 27001-2005 CERTIFIED COMPANY)

To,

Date: 10.12.2021

Mr. Raj Kumar

Ward No.07 Near Makhachak  
Kachahri, Maakhachak, Bakhri  
Begusarai, Bihar (848201)  
Email: rajkumarbakhri@gmail.com  
Mob: 91-7982699318

Mr. Raj Kumar

Congratulations!!

## OFFER OF EMPLOYMENT

With reference to your application for employment and subsequent interview you had with us, we are pleased to offer you employment in our organization as a Design Engineer (Level -1) A Formal letter of appointment will be issued to you at the time of your joining.

You are requested to join latest by 15.12.2021, beyond which the offer will stand cancelled.

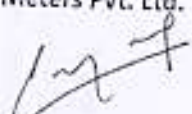
At the time of joining please submit the following documents to the company in original with a set of Photostat copies. The original shall be returned to you after verification.

- Birth Certificate
- Copies of Testimonials pertaining to education and work experience.
- 6 passport size photographs.
- Salary certificate and relieving letter from the previous employer.
- Income Tax certificate.
- PAN Card Copy.

We look forward to providing you with a highly rewarding and enjoyable career opportunity with our organization.

Yours faithfully

For Avon Meters Pvt. Ltd.

  
Authorized Signatory





# AVON METERS PRIVATE LIMITED

Mfr. of : Static kWh Energy Meters

( AN ISO 9001-2008, ISO 14001-2004 & ISO 27001-2005 CERTIFIED COMPANY)

## APPOINTMENT LETTER

Date: 20/12/2021

Mr. Raj Kumar  
Ward No : 07,  
Near Makhhachak  
Kachahri, Maakhhachak  
Bakhri, Begusarai  
Bihar - 848201  
Mob: 7982699318  
Email : rajkumarbakhri@gmail.com

Dear Mr. Raj Kumar,

With Reference to our discussions we are pleased to inform you that you are hereby appointed as a **Design Engineer (Level-1)** of our Organization as per terms and conditions discussed and agreed upon as under :-

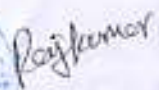
1. This appointment as a trainee on probation period i.e. six month is effective from 13/12/2021 the date of your joining at our Organization. You will be confirmed on successful completion of your probation period.
2. You will be required to give a notice of **3 months** or CTC (equivalent to your 3 month CTC) in lieu of notice. However the company can terminate your services by giving you a notice of one month or salary in lieu of notice period. If under any circumstances you do not adhere to this clause the company can take legal action against you.
3. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location /place wherever you are working.
4. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

Works : D-15-16-17, Industrial Focal Point, Derabassi 140507 (Pb.) Near Chandigarh  
Phone : 01762-261500 to 261530 Fax : 01762-282200  
email : info@avonmeters.com, Web : www.avonmeters.com

6. You shall retire from the services of the Company on attaining 58 years of age.
7. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
8. Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
9. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
10. Your services are liable to be terminated at any time :
  - i) During probation or after confirmation, in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination;
  - ii) As and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc.
  - iii) If you are found to be not possessing desired qualification which do not conform to custom authority and / govt. regulation as may be required from time to time and necessary for continuation of business or its exigencies or on account of redundancy.
11. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
12. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.



13. During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.
14. You shall carry out the job of **Design Engineer (Level-1)** and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
15. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
16. You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned , it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services , as it may deem fit.
17. You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of your being our employee.
18. While you are in employment of the company, you may be given or handed over company's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property of the Company in your possession.
19. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary- and any other legal dues including Gratuity, at the time of your leaving the services of the Company.
20. While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.



21. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

22. If you join the company as trainee and after the successful completion of your training if the company hires you and you leave the job during probation or by not giving proper notice they you are liable to pay the cost incurred by the company on your training and all the related expenditures will be recovered by you.

23. All disputes arising out of this letter will be subject to the jurisdiction of the Chandigarh Court. And that the courts, tribunals and/or authorities at Chandigarh only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at that times.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

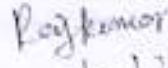
Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

For AVON METERS PVT. LTD.

  
Authorized Signatory

(Signature of Employee)

  
20/12/2021

Accepted: \_\_\_\_\_



**Aakash Chitlangia**  
3E329,JNV Colony,3e329jnv colony  
Rajasthan,India  
334001

Offer-cum-Appointment Letter for Part Time Employment

Dear Aakash,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a **Graduate Store Trainee** on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or exigencies of work and accordingly, you shall be informed from time to time.

2. You will join the duty as and when you are intimated to report.

3. Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.

4. Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.

5. You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emolument which is as below.

	Rs. per month
Basic	10000
HRA	
Conveyance Allowance	
<b>Monthly Gross</b>	<b>10000</b>

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,  
For Reliance SMSL Limited

*Smita Sahu*

Authorised Signatory

Encl: Terms and Conditions of Employment - Annexure - I



Signature of the Employee:



**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the determination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, InfoSec Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
8. 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 abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior/s or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a



service tenure or payment of the liquidated damages in lieu thereof.

16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become unenforceable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

---

**ACKNOWLEDGEMENT (For pages 1 to 3)**

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

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

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

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



**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35551800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)

Ref: APP/BCCIP/L/N/2021/1

18<sup>th</sup> Jan 2021

To

**Mr Subham Kumar Patra**

SMQ -27/2, Air Force Station, Bikaner, Rajasthan-334001

Dear Subham,

This is in reference to past discussions and would like to communicate the below mentioned details specific to remunerations, incentives and KRAs effective post your joining the company. The effective joining date will be 25<sup>th</sup> Jan 2021.

We are pleased to offer you annual fixed components of Rs 2,40,000/- + Variable Components (SIP) upto Rs 3,00,000/- ( depending on the performance ) + Local Conveyance and Mobile Expenses on actuals. The annual fixed component will be upwardly revised to Rs 300000/- post completion of probation period of 6 months and the confirmation in writing will be issued.

The variable sales incentive plans (SIP) amount would be released in the subsequent QTRs. We will explain the basis of the calculations post your joining and completion of product and process training.

As per the statutory guidelines there will be applicable taxes, direct or indirect, state or local payable in India will be applicable on the fixed compensation and variable Components be it monthly or annually.

The external designation for the time being would be **Officer- Business Analyst** and it would change as per the advisory of the team member and senior management.

#### Objectives & KRA

- 1) Analyse the financials and business of the customers and advise the solutions as per the need of the customer.
- 2) Coordinate with banks/nbfc's and investors to design and structure the solutions for the customer
- 3) Develop strategy to enhance the business along with the Senior Management team.
- 4) To provide training and manage the subordinates on a regular basis .
- 5) Keep the management updated about the new development in the industry or by competitions.
- 6) Take active steps to keep the unit profitable and take rational steps.
- 7) Manage and motivate team or team members for professional growth and better company.
- 8) Should take steps on knowledge development and keep updated about industry development.





a unit of BRIDGE CAPITAL CREDIT & INVESTMENT PVT. LTD.

- 9) Develop Channel and Networks with CA, CS, , Real Estate Agent, Brokers, Sub DSAs, Marketing Agent.
- 10) Build up and maintain healthy relationships with HNI customers and act as NODAL to service and extract business.
- 11) Directly Source customers for Retail, SME and Corporate Loan products.

As per the statutory guidelines there will be applicable taxes, direct or indirect, state or local payable in India will be applicable on the fixed compensation be it monthly or annually.

### **General Obligations**

The initial place of posting will be NCR based at Gurgaon, however at the sole discretion of the management you will be transferred or deputed from one place to another anywhere in India from one department to another or one from one establishment to another concern including to any of the affiliates, associates, or companies in which group may be having interest whether existing or which may be set up in future.

During employment with the organization or the group the services may be immediately terminated if you are held guilty of any offence involving moral turpitude without any reasons or notice. The services may be terminated by the management by giving three months written notice or fixed compensation in lieu thereof without assigning any reason. Similarly you can leave the services of the company by giving three months notice in writing or fixed compensation in lieu thereafter the completion of probation period. Upon the termination of the services with the group you shall immediately return all documents, manuals, confidential information, notes, analysis or any confidential documents. You will not be able to approach any kind of employment support with the empanelled banks, nbfc's, principals, associates or channels during the tenor of the employment with the company or post leaving the company for a period of one year from getting released from the company without written NOC from the company specific to any empanelled banks, nbfc's, channels, customers, associates of the company.

During your services with the group you shall maintain absolute **confidentiality** about the business secrets with the employee team members, competitors, channels, financial institutions, customers and relevant authority. You shall not be engaged, concerned or interested directly or indirectly in any other business, occupation or employment whatsoever (either for remuneration or honorary basis) and shall devote whole time, attention and abilities exclusively to the performance of the duties and shall faithfully serve the company or group and use your best endeavor to promote the interest and business thereof.

The business or product generated or developed by you while performing the services during the engagement with the company including all electronic data, papers, worksheets, logs, reports, training materials prepared by you shall be the sole and exclusive property of the company or group.



CIN No. : U74999HR2018PTC073376

Regd. Office - AS Tower ( 2<sup>nd</sup> Floor ), Suite No. 101, Sikanderpur, MG Road, DLF Phase 1, Gurgaon - 122002.

Branch Address - 412-413, Bajrang Tower, 2B Grant Lane, Kolkata - 700012.

Website - [www.bazaarmoney.com](http://www.bazaarmoney.com)

Email - [info@bazaarmoney.com](mailto:info@bazaarmoney.com)

CONTACT - 9650968866

CONTACT - 9830359328

[fb.com/bazaarmoney](http://fb.com/bazaarmoney)



a unit of BRIDGE CAPITAL CREDIT & INVESTMENT PVT. LTD.

You will be responsible for the safe custody of all documents, manuals and kits and other property belongs to the entity or group that may be entrusted to and /or placed in your possession by virtue or and/or during the course of your employment with the company.

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 laws prevalent in India whether they be civil , labour, industrial or any other authority or whatsoever nature.

Please submit the below mentioned documents along with the acceptance of the letter.

- 1) 2 copy of passport size photographs
- 2) Family Photographs
- 3) Proof of Academic Qualifications
- 4) Copy of PAN Card and AADHAR Card

Best of Luck!  
Regards

KRINTAN RAY  
HEAD - STRATEGY & EXPERIENCE  
GURGAON

Date: 1st December 2021

Name of Candidate: **Mr. Lavesh Sethia**

Subject: Offer Letter

Dear **Mr. Lavesh Sethia**,

We have pleasure in offering you a position of "**Assistant Sales Manager**" at **Gurgaon Office of PropertyPistol Realty Pvt. Ltd.**

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **03rd January 2022.**

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**

**Authorized Signatory**

I accept the above offer of employment

Signature:

Name of candidate: **Mr. Lavesh Sethia**



## Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive *	40,000	4,80,000
Total CTC (Including Incentive)	65,000	7,80,000

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- \*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.



Date: 21<sup>st</sup> October 2021

Name of Candidate: **Mr. Puneet Vyas**

Subject: Offer Letter

Dear **Mr. Puneet Vyas**,

We have pleasure in offering you a position of "Assistant Sales Manager" at Dubai/Qatar/Abu Dhabi Office of PropertyPistol Realty Pvt. Ltd. subject to successful completion of domestic induction.

Domestic induction program will be conducted in Noida for 7 days where you will be required to report to branch office of PropertyPistol Realty Pvt. Ltd.

During domestic induction program, the applicable salary shall be as mentioned in Annexure "A" (Domestic Salary).

Upon successful completion of program, you shall be transferred in Dubai/Qatar/Abu Dhabi subject to successful Visa application. In Dubai/Qatar/Abu Dhabi, the salary shall be as per Annexure "B" applicable.

In case your domestic induction program is not in your hometown then company shall bear your shared accommodation & food expenses on actual subject to a limit of Rs.1000/ day.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure.

The management may place you on any assignment in any unit / department / associate concern of the company in any other location as it may consider necessary 'in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve a notice period of 7 days.

Your tentative Date of Joining would be 15<sup>th</sup> November 2021, subject to completion of both the doses of vaccine

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, **PropertyPistol Realty Pvt. Ltd.**

Authorized Signatory

I accept the above offer of employment  
Signature:

Name of candidate: **Mr. Puneet Vyas**



Annexure A		
------------	--	--

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000
Indicative Incentive *	40,000	4,80,000
<b>Total CTC (Including Incentive)</b>	<b>65,000</b>	<b>7,80,000</b>

Annexure B		
Salary Break Up (AED)		
	Per Month	Annually
Basic	1890	22680
HRA	756	9072
Others	1554	18648
Gross Salary	4200	50400

- Apart from the above mentioned salary Mobile and Travelling Allowance will be provided on Actual.
- \*There is no limit of performance based incentive earning. The above mentioned incentive is an indicative incentive.



Date: 20<sup>th</sup> November 2021

Name of Candidate: **Ms. Rani Puja**

Subject: Offer Letter

Dear **Ms. Rani Puja**,

We have pleasure in offering you a position of "**Assistant Sales Manager**" at Bangalore Office of PropertyPistol Realty Pvt. Ltd.

Your compensation in terms of "Cost to the company (CTC)" and detailed breakup will be as per attached annexure. Over and above this you are entitled for performance based incentives upon achievement of targets.

The management may place you on any assignment in any unit/department / associate concern of the company in any other location as it may consider necessary in its absolute discretion from time to time.

Your probation period is 06 months from the date of joining and on successful completion of the same you would be confirmed by the issue of a Confirmation letter. In case at any point during probation period, you wish to discontinue your services, you shall be required to serve notice period of 7 days.

Your proposed date of Joining is **03<sup>rd</sup> January 2022**.

You are required to adhere to all company policies both during your probation and after confirmation period.

We look forward to a long and fruitful association with you.

Kindly acknowledge the copy as an acceptance of the offer letter.

For, PropertyPistol Realty Pvt. Ltd.

Authorized Signatory

I accept the above offer of employment

Signature:



Name of candidate: **Ms. Rani Puja**



Annexure I

	Per Month	Annually
Basic Salary	15250	183000
HRA	6100	73200
Conveyance	800	9600
Others	2850	34200
Gross Salary	25000	300000



X Employee ID\_RH5606849.png



**Shatrughan Sharma**

Employee No. :5073409

Blood Group :A+

Emergency Contact No :9829985285



*Jalendra Ar*

Issuing Authority

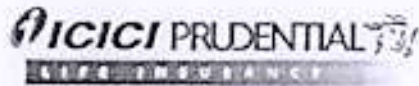




Congratulations! Your offer letter from ICICI Prudential is here Inbox



noreply 26 Sep 2020  
to me ▾



Hello Shatrughan,

Congratulations! We are pleased to make an offer to you and look forward to your joining at ICICI Prudential Life.

[View details](#)

ICICI Prudential Life



Powered by Dreamoffers.co  
[Terms of use](#) | [Privacy policy](#)



Reply

Forward



HR-Rec: /20-21/591871

To,

**Miss Aradhana Soni**

Dear Aradhana,

With reference to your application and the Subsequent interview you had with us we are pleased to appoint you as **Management Trainee in Liabilities Branch Operations and Services** at our **Bikaner - Rani Bazar** for a period of twelve month commencing from April 1, 2021 at a **consolidated stipend of Rs. 20,000.00/- per month.**

Your training is subject to the following terms and conditions.

1. Your training may be terminated at any time with notice by the management. However, you may terminate your training at any time by giving 15 Days' notice to us.
2. During the training you will not act in a manner prejudicial, to the interest of the management of establishment.
3. You will be entitled to the benefits as suitable to your category. You will be regulated by the company's rules and regulations as applicable to your cadre, breach of any such rules and regulations will entitle the management to terminate your training without any notice.
4. In the event of your training being terminated for any reason you will return all items issued to you such as Identity Card, Sim Card, Stationary items or keys, Visiting Card, any other official belonging, etc., to the concerned department.
5. During the period of your training, you shall not take up services of be employed elsewhere or do any work either on your own account or otherwise, other than that of ours.
6. It is a specific conditions that if at any time during your training, it is established that you have been absorbed as a trainee under false pretence or on basis of false information or whatsoever, your training may be terminated immediately without any notice or without any payment in lieu of notice.
7. This offer of training is subject to your being found medically fit by the company's doctor or any other medical practitioner duly authorized by the company.
8. Professional tax as applicable shall be deducted as per rules.
9. Mobile CUG Connection will be provided by the Company as per policy.
10. Incentive will be provided by the Company as per policy.
11. You will be covered under GMC policy of the bank with the coverage of Rs.1,00,000 per annum.
12. Your Confirmation of the employment with the organization will be based on the performance & will be subject to the decision of management.

You will Report to **Mr. Kailash Kumar Tanwar**. You are requested to report at the following address:

**AU SMALL FINANCE BANK LIMITED.**

**B-11 E, Behind Ceg Tower, Near Tata Service Center Malviya Nagar Ind. Area, Malviya Nagar, Jaipur, , Jaipur, Rajasthan, IN-302017**

If you agreeable to the afforested terms and conditions please return the duplicate copy of this with your signature thereon signifying your acceptance.

We are happy to welcome you to our organization and are confident that this will result in a mutually advantageous relationship.



Yours faithfully,  
For AU Small Finance Bank Limited



Authorized Signatory  
Human Resource Department

Acceptance

I hereby declare that I have carefully studied and understood the terms and conditions of training herein detailed.  
I accept and undertake to abide by the said terms and conditions.

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

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

Place : \_\_\_\_\_





Ref: HR/DEC/20/B1/58358393/60135646/1000913674

Date: 10 December, 2020

**Raksha Singodia**

Rahi bazar  
Industrial area  
Bikaner 334001  
Rajasthan, India

Dear Ms. Raksha

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as DMIT in Assistant Manager - B1 grade in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at Ajmer, Rajasthan.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 14 December, 2020 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 26,410/- (Rupees Twenty Six Thousand Four Hundred Ten Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4.81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

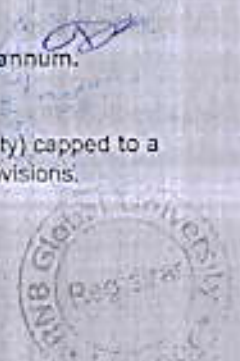
The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments

Reliance Retail Limited

CIN: U01100MH1999PLC120583 Phone: +91 22 35553800

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

www.reliance-retail.com





received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Reliance Retail Limited

Ankur Shukla  
Head - Human Resources

#### ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on 14/12/2020

SIGNATURE:

DATE: 10/12/2020



Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lakshya Tada Mang. Dhobi Talao, Mumbai-400 002, India

[www.reliance-retail.com](http://www.reliance-retail.com)

**Annexure 1A**

Name: Raksha Singodia

CTC Components		EARNINGS	
		Proposed CTC (Rs.)	
		Monthly	Annual
<b>A. Fixed Pay</b>			
1	Basic Pay	9,638	1,18,058
<b>Choice Pay</b>			
2	Conveyance		
3	Fuel & Maintenance	Refer Annexure	Refer Annexure
4	Leave Travel Allowance	Refer Annexure	Refer Annexure
5	Medical Reimbursement	Refer Annexure	Refer Annexure
6	Bonus*	1,400	16,800
7	Residual Choice Pay	4,559	54,704
<b>Housing</b>			
8	House Rent Allowance	4,919	59,029
<b>Insurance</b>			
9	GPA Insurance Premium		
10	Group Term Life Insurance Premium		
11	Medical Insurance Premium		
<b>Retirals</b>			
12	PF - Employer Contribution	1,728	20,731
13	Gratuity (4.81% of Basic)	473	5,679
<b>Total Fixed Pay [A]</b>		<b>22,917</b>	<b>2,75,000</b>
<b>Total CTC (A)</b>		<b>22,917</b>	<b>2,75,000</b>

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(\*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.




Annexure - 2

**TERMS AND CONDITIONS OF EMPLOYMENT**

**1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

**2. PROBATION:**

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

**3. TRANSFER**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

**4. REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.



*[Handwritten Signature]*



- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

#### 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

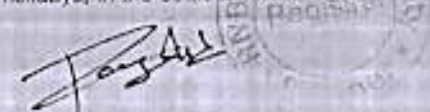
You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You



Handwritten signature: *Faisal*  
Circular stamp: *Reliance Retail*

10 December, 2020

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

10 December, 2020

deems proper in the event of your failure to account for such material or property to its satisfaction.

j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.

m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.

n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.

o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. **TERMINATION OF EMPLOYMENT:**


10 December, 2020

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** 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 8 days from the commencement of such absence, and
  - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. **AUTHORIZATION FOR ANTECEDENT VERIFICATION :**

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. **GENERAL:**

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
  - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to



10 December, 2020

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Raksha Singodia

Signature: 

Date: 10/12/2020

