

Letter of Intent (LOI)

Date: 9-Feb-2024

To,

Name: Mohd Asad

CSTMU (MBA) 7905615039

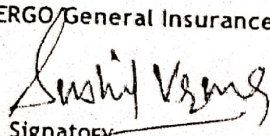
Address:

Dear ,

1. We are pleased to offer you the position of Junior Associate E1 in our Organization.
2. Your date of joining would be Feb/March 2024, failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Noida. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You are being offered a full time employment with HDFC Ergo General Insurance Company Limited at Annual CTC of Rs. (Rupees) 3 Lac + Incentive
5. Please carry original documents and submit the copies of the following documents on your date of joining:
  - a. 2 passport size photographs
  - b. PAN Card
  - c. Aadhaar Card
  - d. XII passing certificate
  - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
  - f. Resignation acceptance

We look forward to welcoming you, and wish you all the best for this exciting new journey with HDFC ERGO General Insurance Company Limited.

For HDFC ERGO General Insurance Company Limited.

  
Authorized Signatory

Letter of Intent (LOI)

Date: 9-Feb-2024

To,

Name: SHIVAM YADAV  
CMAA (CSJMU) 6387497705

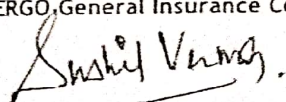
Address:

Dear ,

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2. Your date of joining would be ( Feb/March 2024 ), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
3. Your initial place of posting will be at Noida. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion or requirement of the Company without any prior notice, depending upon the business exigency.
4. You are being offered a full time employment with HDFC Ergo General Insurance Company Limited at Annual CTC of Rs. (Rupees 3Lac + incentive)
5. Please carry original documents and submit the copies of the following documents on your date of joining:
  - a. 2 passport size photographs
  - b. PAN Card
  - c. Aadhaar Card
  - d. XII passing certificate
  - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
  - f. Resignation acceptance

We look forward to welcoming you, and wish you all the best for this exciting new journey with HDFC ERGO General Insurance Company Limited.

For HDFC ERGO General Insurance Company Limited.

  
Authorized Signatory

Letter of Intent (LOI)

Date: 9-Feb-2024

To, Yash Mishra  
Name: (MBA CSJMU)

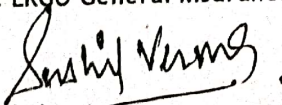
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2. Your date of joining would be Feb/March 2024, failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly.
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4. You are being offered a full time employment with HDFC Ergo General Insurance Company Limited at Annual CTC of Rs. (Rupees 3 Lac + Incentive)
5. Please carry original documents and submit the copies of the following documents on your date of joining:
  - a. 2 passport size photographs
  - b. PAN Card
  - c. Aadhaar Card
  - d. XII passing certificate
  - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
  - f. Resignation acceptance

We look forward to welcoming you, and wish you all the best for this exciting new journey with HDFC ERGO General Insurance Company Limited.

For HDFC ERGO General Insurance Company Limited.

  
Authorized Signatory

## OFFER LETTER

Dear Mr. Pranjul Singh

Csjm University

Kanpur Uttar Pradesh

This refers to your application for rendering your services to the company and subsequent interview with us. We are pleased to offer you a position in our company on the following terms and conditions.

Designation : **CEASEFIRE MANAGEMENT TRAINEE**  
 Date of Joining : **15-Aug-2024**  
 Functional Band : **Front Liner/Business Development**  
 Department : **SALES**  
 Division : **CSD**  
 Salary : **As Per Annexure 'A'**  
 Reporting Branch : **MUMBAI**  
 Location : **MUMBAI**

Your duties and responsibilities shall be as assigned to you by the Company from time to time. Your reporting branch will be **MUMBAI**. However, you may be transferred/deputed to anywhere in India or abroad.

You will be appointed on probation for a period of six months and your confirmation of services is subject to satisfactory completion of your probationary period. A detailed appointment letter will be issued to you on your joining.

As discussed & agreed, We would like you to join your duties on **15-Aug-2024**. Actual branch name and address will be informed to you subsequently.

As a part of Ceasefire's e-joining process, you will be required to share scanned copy of a list of mandatory documents on our online joining portal(E-Profile), the link for same will be sent shortly.

Since this offer is based on vacancy of the position for this particular location in the company, the current offer may get withdrawn or location allocation may get changed in case of unavailability of the vacancy or any business changes. Same shall be informed to you over telephone and email on occurrence.

\* Please carry your own laptop at the time of joining. Carrying laptop and original document is mandatory, failing to which joining can be cancelled and offer can be withdrawn.

We look forward to welcome you at CEASEFIRE for a long and rewarding career.

With best wishes

Your Sincerely,

For Ceasefire Industries Private Limited.



Arnab Kumar Das

Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS  
 KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CEASEFIRE INDUSTRIES PRIVATE LIMITED

1/H1, 2nd Floor Mohan Cooperative Industrial Estate,

Isthura Road, New Delhi - 110044

Ph : 011-41846600 | response@ceasefire.in

Registered Office :

602, "Doli Chamber", 6th Floor, Behind  
 Strand Cinema, Colaba, Mumbai - 400005, India  
 Tel : 022-22854677 / 78 | Fax: 022-66349069

CIN No. U29193MH2002PTC136101



+91 9540 666 666  
 +91 1800 120 3473  
 +91 120 4223473



## Annexure - A

NAME : PRANJUL SINGH  
DIVISION : CSD

DESIGNATION : CEASEFIRE MANAGEMENT TRAINEE  
DOJ : 15-Aug-2024

Amounts(Rs.)

Particulars	Fixed Component	
	15100	
Basic	7063	
House Rent Allowance	4481	
Advance Statuary Bonus	26644	
<b>Sub Total A</b>		
	Reimbursement	0
<b>Sub Total B</b>		
	Variable Component	
Monthly Performance Linked Reimbursement*	4090	
<b>Sub Total B1</b>	4090	
	726	
Gratuity****	726	
<b>Sub Total C</b>	31460	
<b>Total Salary Package (A+B+B1+C)</b>	377520	
<b>Total Salary Package Per Annum</b>		
	Monthly TH	Annual TH
<b>Deductions</b>	150	1800
Employee Welfare Trust	150	1800
<b>Total</b>	30584	367008
<b>Total TH</b>		
	Additional Perks	

**Medical Insurance:** Benefits available for self and family including spouse and upto 2 kids.

**Leave Encashment:** As per company's leave policy.

**LTA:** To be claimed post completion of 1 year of service with the company.

**Medical Reimbursement:** Medical Reimbursement can be claimed quarterly subject to submission of bills.

\* Qualitative Performance Incentive /Reimbursement subject to achievement of the given objectives as per existing policy.

\*\* Variable Incentive/ Performance Linked Reimbursement (PLR) is applicable as per company's policy. Actual amount may vary depending on the performance

\*\*\* Ex-Gratia / Statutory Bonus: Subject to completion of 1 year from date of joining.

\*\*\*\*Gratuity: As per the Provisions of the Payment of the Gratuity Act, 1972.

Note :- All taxes are applicable as per law. "Any type incentives, reimbursement, allowances and gifts will only be paid to the employee in case he/she is active (also not in notice period) on the day of disbursement. This excludes any travel reimbursements."

With best wishes

For Ceasefire Industries Private Limited.

*Arbab Das*

Arbab Kumar Das  
Human Resource

EXTENSIVE RANGE OF FIRE EXTINGUISHERS | SPECIAL APPLICATION FIRE EXTINGUISHERS | MICRO ENVIRONMENT FIRE SUPPRESSION | FIRE SUPPRESSION SYSTEMS  
KITCHEN FIRE SUPPRESSION SYSTEMS | FIRE ALARM SYSTEMS | FIRE PROJECTS | ANNUAL MAINTENANCE CONTRACT | FIRE TRAINING | REFILLING | ACCESSORIES

CIN No. U29193MH2002PTC136104

**CEASEFIRE INDUSTRIES PRIVATE LIMITED**

1/H1, 2nd Floor Mohan Cooperative Industrial Estate,  
Isthura Road, New Delhi - 110044  
Ph: 011-4144500 | [res@ceasefire.in](mailto:res@ceasefire.in)

**Registered Office :**

602, "Doli Chamber", 6th Floor, Behind  
Strand Cinema, Colaba, Mumbai - 400005, India  
Tel: 022-22854677 / 78 | Fax: 022-66349069



+91 9540 666 666  
+91 1800 120 3473  
+91 120 4223473



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## OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/609894

19 March, 2024

Full Name - Prajjwal Baghel  
Phone Number - 8273233448  
Email Id - 248prajjwal@gmail.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear Prajjwal Baghel,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

• Designation:	Management Trainee
• Department:	Management Trainee
• Sub Department:	Management Trainee
• Role Location / Work Location:	Remote for 6 Months
• Employment Type:	Final Placement 24(OJT Plus Placement)
• Total CTC per Annum	5.5 Lacs (Fixed + Variable)
• BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, " \_\_\_\_\_", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Prajjwal Baghel

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/609889

19 March, 2024

Full Name - Swati  
Phone Number - 8318280313  
Email Id - swati.a0071@gmail.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear Swati,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

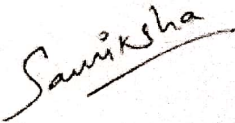
### Offer Details:

• Designation:	Management Trainee
• Department:	Human Resources
• Sub Department:	Human Resource-Talent Acquisition
• Role Location / Work Location:	Remote for 6 Months
• Employment Type:	Final Placement 24(OJT Plus Placement)
• Total CTC per Annum	8.5 Lacs (Fixed + Variable)
• BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



### Confirmation and Acceptance

I, " \_\_\_\_\_ ", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Swati

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/609897

19 March, 2024

Full Name - Anisha sharma  
Phone Number - 9548462865  
Email Id - asharma90172@GMAIL.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear Anisha sharma,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

• Designation:	Management Trainee
• Department:	Marketing
• Sub Department:	Sales, Marketing & Ops
• Role Location / Work Location:	Remote for 6 Months
• Employment Type:	Final Placement 24(OJT Plus Placement)
• Total CTC per Annum	12.0 Lacs (Fixed + Variable)
• BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

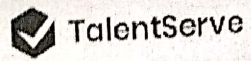
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Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



### Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Anisha sharma

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/609896  
19 March, 2024

Full Name - Arohi Tiwari  
Phone Number - 7991220629  
Email Id - arohitwari777@gmail.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear Arohi Tiwari,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

• Designation:	Management Trainee
• Department:	Management Trainee
• Sub Department:	Management Trainee
• Role Location / Work Location:	Remote for 6 Months
• Employment Type:	Final Placement 24(OJT Plus Placement)
• Total CTC per Annum	5.5 Lacs (Fixed + Variable)
• BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

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Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



TalentServe

### Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Arohi Tiwari

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/609891

19 March, 2024

Full Name - Arpita Singh  
Phone Number - 7991383107  
Email Id - as2167665@gmail.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear Arpita Singh ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b


**Offer Details:**

• Designation:	Management Trainee
• Department:	Management Trainee
• Sub Department:	Management Trainee
• Role Location / Work Location:	Remote for 6 Months
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Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

### Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Arpita Singh

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/609895

19 March, 2024

Full Name - Ashutosh Shukla

Phone Number - 7887072748

Email Id - ashutoshshukla1920redhot@gmail.com

College Name - CSJM University

Full Address - To Be Decided

Dear Ashutosh Shukla,

Welcome to TalentServe !!!

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

• Designation:	Management Trainee
• Department:	Management Trainee
• Sub Department:	Management Trainee
• Role Location / Work Location:	Remote for 6 Months
• Employment Type:	Final Placement 24(OJT Plus Placement)
• Total CTC per Annum	5.5 Lacs (Fixed + Variable)
• BreakUp CTC:	Fixed: - 450000 INR Variable: - 100000 INR

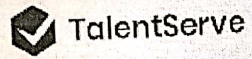
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Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



### Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Ashutosh Shukla

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0055/24/609892

19 March, 2024

Full Name - Astitva Chandra Rajpoot  
Phone Number - 7007221076  
Email Id - Astitvarajpoot123@gmail.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear Astitva Chandra Rajpoot,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b


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Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



TalentServe

### Confirmation and Acceptance

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Signature -

Full Name - Astitva Chandra Rajpoot

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/609899

19 March, 2024

Full Name - Aviral Gupta

Phone Number - 9794460614

Email Id - aviralgupta566@gmail.com

College Name - CSJM University

Full Address - To Be Decided

Dear Aviral Gupta,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

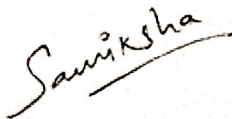
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Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe

## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Aviral Gupta

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/609890

19 March, 2024

Full Name - lakshya kumar singh  
Phone Number - 7985189772  
Email Id - singhlakshya144@gmail.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear lakshya kumar singh,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

• Designation:	Management Trainee
• Department:	Human Resources
• Sub Department:	Human Resource-Talent Acquisition
• Role Location / Work Location:	Remote for 6 Months
• Employment Type:	Final Placement 24(OJT Plus Placement)
• Total CTC per Annum	8.5 Lacs (Fixed + Variable)
• BreakUp CTC:	Fixed: - 600000 INR Variable: - 250000 INR

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We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning Internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



### Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - lakshya kumar singh

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0024/24/609893

19 March, 2024

Full Name - Anamika Yadav

Phone Number - 9336240537

Email Id - yadavanamika2130@gmail.com

College Name - CSJM University

Full Address - To Be Decided

Dear Anamika Yadav ,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

### Offer Details:

• Designation:	Management Trainee
• Department:	Human Resources
• Sub Department:	Human Resource-Talent Acquisition
• Role Location / Work Location:	Remote for 6 Months
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Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



### Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Anamika Yadav

Date - 19 March, 2024

Place -

## OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/609898  
19 March, 2024

Full Name - Abhishek Bajpal  
Phone Number - 8795386022  
Email Id - bajpalabhishek315@gmail.com  
College Name - CSJM University  
Full Address - To Be Decided

Dear Abhishek Bajpal,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

**Offer Details:**

- |                                  |  |
|----------------------------------|--|
| • Designation:                   | Management Trainee                         |
| • Department:                    | Marketing                                  |
| • Sub Department:                | Sales, Marketing & Ops                     |
| • Role Location / Work Location: | Remote for 6 Months                        |
| • Employment Type:               | Final Placement 24(OJT Plus Placement)     |
| • Total CTC per Annum            | 12.0 Lacs (Fixed + Variable)               |
| • BreakUp CTC:                   | Fixed: - 850000 INR Variable: - 350000 INR |

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!



Samiksha  
HRD Department  
For TalentServe



## Confirmation and Acceptance

I, "-----", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -

Full Name - Abhishek Bajpai

Date - 19 March, 2024

Place -



# RSPL LIMITED

CIN-U1511UP1988PLC009771

Ref: RSPL/HO/HCD-HR/2023/8093

Date: 25/Dec/2023

To,

Mr. Ayush Yadav

Address : 23, Alimco Housing Society Vinayakpur, KP University, Kanpur Nagar, Uttar Pradesh

Mobile No. :7905516337

Subject: - Offer letter for the post of Business Trainee- HCD Finance & Accounts

Dear Ayush,

You will be happy to know that you have been selected by our organization as a Business Trainee in HCD Finance & Accounts based out at Kanpur (Uttar Pradesh). You are requested to join RSPL on 08/Jan/2024.

You will be subject to the following terms and conditions:

1. You will be paid a gross salary of Rs. 18075 /-( Rs. Eighteen Thousand Seventy Five Only) per month till completion of MBA Course. After completion of MBA course you will be required to submit your all semesters mark sheets. After evaluation of your three months performance and completion of your course, you will be paid a consolidated monthly gross salary of Rs. 22775 (Twenty Two Thousand Seven Hundred Seventy Five Only) as per attached annexure.
2. Continuation of your association with RSPL are subject to passing final year exams (MBA).
3. After completion of MBA your performance will be evaluated after one year. During this tenure, your services are liable to be discontinued by either of the parties without assigning any reason whatsoever by giving prior written one (1) month notice but Company may if it shall so choose to pay One (1) month basic salary in lieu of notice.
4. Any data, Knowledge, techniques, specialized skills, materials, information and particulars, whether in paper/print form or in electronic form through use of computers, internet , cell phones, hard drives, pen drives, tablets, CDs, DVDs, personal digital assistants or any other software or hardware devices, whether for audio or visual use (hereinafter referred as "Data"); and trademarks, inventions, patents, designs, copyrights or any other intellectual property (hereinafter referred as "Intellectual property"), acquired, used or created by you during the course of employment with the company shall be the sole and absolute property of the company who would have complete & perpetual rights, titles and interests thereon, including in the goodwill involved, as the case may be and who would be entitled to obtain there registration(s) under the relevant statutes in the company's name and that your rights, titles, and interests, if any, in the said data and/or intellectual property stands hereby assigned, permanently, irrevocably, absolutely and forever in favour of the company.

You shall maintain strict confidentiality, not disclosed, divulge, make public the said data and/or intellectual property to any other person/ entity of whatever nature, without the written consent of the company and shall also return such data and/ or intellectual property to the company upon the cessation of your employment.

## HCD Culture Codes

Customer's Voice	Ambitious	Innovate & Experiment	One RSPL	Empowerment
------------------	-----------	-----------------------	----------	-------------

Regd. Office : 119-121 (Part), Block P&T, Fazal Ganj, Kalpi Road, Kanpur-208012 (U.P.)

Phone : 05122221201 to 205 . Fax No.0512-2221229-30 . E-mail : [info@gharidetergent.com](mailto:info@gharidetergent.com)

Corporate Office : C-1,2&3, P.P. Tower "A" 3<sup>rd</sup> floor, Netaji Subhash Place, Pitampura, Delhi - 110034

Phone : (011) 27351856, 32917702, 32917821 . Fax : 91-011-27353193

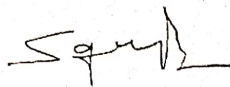


5. During the tenure with RSPL, you shall not engage in any other profession or business and shall endeavor best to promote the Company's interests.
6. During the course of your association with the company you will not borrow or accept any money, give, reward or compensation for your personal gains from any person/client with whom you may be having official dealings.
7. Company has the rights to transfer you to any of its locations.
8. During the training period, you will be entitled for leave benefits as per the company policy and you shall not absent yourself from office/ duty without the written prior permission of your superiors.
9. Absence for a continuing period of 8 days including when leave applied but not granted and when over-stayed for a period of 8 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.
10. You will be responsible for company's assets issued to you and keep proper account of the same.
11. For going on duty outside place of employment, you shall be governed by TA/DA rules of the company, if applicable in your case.
12. You shall bear your own taxes that shall be deducted from your salary and/or other dues.
13. You shall be entitled for other statutory compensation benefits like- Provident Fund, Employee state insurance (if applicable), Bonus (if applicable), Gratuity, Leaves, as applicable from time to time as per the prevailing Act wherever applicable.
14. You shall be entitled for Insurance benefits as per company Policy:
  - a. Group Health Insurance for self
  - b. Group Personal Accidental Insurance
  - c. Group Term Insurance
15. You will adhere strictly to the RSPL Code of conduct, instructions, written and oral, given to you by your superiors from time to time and complete all required documentation, paper works and submit the same to the concerned and maintain all records properly.
16. Your selection has been made on the basis of information provided by you, which we assume to be true, correct and genuine. If at all, at any time in future, it is found that you have concealed any information or misrepresented the facts, your appointment shall be liable to be terminated immediately.

17. All disputes arising out of this letter will be subject to the jurisdiction of the New Delhi Court Only.

In case the terms and conditions (from point 1 to point 17) are acceptable to you, please sign the duplicate copy of this letter in token of your having understood and having accepted the same and return the same.

For RSPL Ltd,



Saurabh Gupta  
SBU – HR Head  
HCD Vertical  
RSPL Group

Acceptance signature of Ayush Yadav



#### DECLARATION

I acknowledge that I have read/understood each and every terms and conditions set out in this trainee letter and hereby agree, accept and undertake to abide by all the aforesaid terms and conditions.

Received & Accepted:

Signature:

Date:

## Annexure I: Compensation Break-up

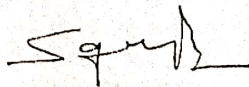
Name	Mr. Ayush Yadav		
Designation	Business Trainee		
Division/Location	HCD/ Kanpur		
Department	HCD Finance & Accounts		
Salary components		Per Month (INR)	Per Annum (INR)
A	Basic	17600	211200
B	House rent allowance	3450	41400
	Conveyance allowance	1725	20700
	I - Gross monthly salary (A+B)	22775	273300
	Retirals		
C	PF (12% of Basic)	1800	21600
	Gratuity (4.81% of Basic)		10164
	II - Total C	1800	31764
	Cost To Company (I + II)	24575	305064

Retention bonus

- Upon completion of 1year /12 months, employee will get 25K.
- Upon completion of 2years /24 months, employee will get 75K.

Any deviation on above condition may lead to non- disbursement of retention bonus.

Signatures:



Saurabh Gupta  
 SBU – HR Head  
 HCD Vertical  
 RSPL Group

Acceptance signature of Ayush Yadav

---

Annexure

Please carry the following documents with you at the time of your joining.

Sr. No.	Pre Joining Forms
1	Acknowledged Copy of Trainee letter
2	Vaccination certificate (For Covid-19)
3	Five passport size colour Photographs
4	Proof for date of birth (Birth Certificate/10 <sup>th</sup> Mark sheet/ Adhar Card)
5	Address Proof (Passport, Voter ID, DL, Ration Card, Utility Bills)
6	Class X mark sheet and certificate
7	Class XII mark sheet and certificate
8	Graduation / Degree certificate
9	Post Graduation Certificate
10	PAN Card
11	Bank detail (SBI/ AXIS/ ICICI) if not then will be opened by company.
12	Blood Group (Pathological Proof)

Note: Certificates / Documents: (To be verified from original documents & HR to initial along with date, on the photocopy of the certificate)

**Divya Vats**

Sat, Oct 28, 9:38 AM (1  
day ago)

to me

Hi Team,

The selected candidate from this drive: Tanmay Tiwari.

Regards,  
Divya Vats



**Divya Vats**

Sat, Oct 28, 5:42 PM (19  
hours ago)

to me

Hi Team,

Please confirm the below details as well:

1. Joining Month
2. Tentative Month & No. of Leaves for 4<sup>th</sup> Sem Exams

Regards,  
Divya Vats

**Title:** Associate Senior Executive

**Required Educational Qualification:** MBA (Marketing Major is Preferable)

**Joining Month:** January

**Joining Location:** Noida (Work From Office)

**CTC:** 4.75 lpa (370500+104500)



to me

Dear sir,

Thankyou for the cooperating with yesterday's virtual drive, I am attaching selected candidates list. we will be giving them a final call before 5pm, and explain them about company's policy and work culture.

Thanks & Regards,

Lurn-In Classes.

S.No	Name	Branch	Contact	Email
1	Shivam Dubey	MBA	8006800072	pandit1264@gmail.com
2	Tanmay Tiwari	MBA	9120438544	98tiwaritanmay@gmail.com
3	Neha Das	MBA	7985045264	ndas5610@gmail.com
4	Shashank Gupta	MBA	9670507103	Shashannkk11@gmail.com
5	Mohd Rashid	MBA	8858251466	mirashid786786@gmail.com
6	Pushpendra Singh	MBA	8765116265	shubhampal.3424@gmail.com
7	Manas Tiwari	MBA	7071687896	manastewari2@gmail.com
8	Kartik Singh	BBA	8765672451	kartiksingh95807@gmail.com
9	Shikha Kanaujia	MBA	8112473451	kanaujiashikha3@gmail.com
10	Mayank Mishra	MBA	8429007217	mishramayank483@gmail.com
11	Mohammad Arshad	MBA	7408301617	mda281586@gmail.com
12	Shubhriti Prajapati	BBA	7881140836	shubhriti324@gmail.com
13	Bhawna Singh	MBA	9026116707	bhawnasingh02001@gmail.com
14	Shabi Amir	MBA	8299436478	shabiamir000@gmail.com



# Lurn-In

Education is right of all children

## Offer Letter

Name: Shubhriti Prajapati,  
Date: October 21st, 2023

Dear Shubhriti Prajapati,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of \*On-the-Job Training (OJT).

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd Asif

Joining Location:  
OJT Training: WFH / Lurn-In -Kanpur  
Location: WFH / Lurn-In - Kanpur

Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **September 28, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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 satisfactory performance during training, qualification of all criteria, and 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 for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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 regard 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In.

Accept Job Offer by signing below

Human Resource

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: Shivam Dubey

Date: October 21, 2023

Dear Mr. Shivam,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT)".

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd. Asif  
Joining Location: WFH / Lurn-In - Kanpur  
OJT Training Location: WFH / Lurn-In - Kanpur

Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **October 21, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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, qualification of all criteria, and 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 up to 3.4 LPA (2.4 LPA fixed + 1 LPA variable) for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for a performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In.

Accept Job Offer by signing below

Human Resource

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: Aakanksha Sahu

Date: October 21, 2023

Dear Mr. Aakanksha,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT).

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd. Asif  
Joining Location: WFH / Lurn-In -Kanpur  
OJT Training Location: WFH / Lurn-In - Kanpur

Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **October 21, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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, qualification of all criteria, and 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 up to 3.4 LPA (2.4 LPA fixed + 1 LPA variable) for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for a performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In.

Accept Job Offer by signing below

Human Resource

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: KARTIK SINGH

Date: October 21st, 2023

Dear KARTIK SINGH,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT).

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd Asif  
Joining Location:  
OJT Training Location: WFH / Lurn-In -Kanpur  
WFH / Lurn-In - Kanpur  
Role Location: WFH

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **September 28, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

3. Term: The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

5. 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).

**6. 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 satisfactory performance during training, qualification of all criteria, and 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 for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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 regard 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In.

Accept Job Offer by signing below

Human Resource

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: Manas Tiwari

Date: October 21, 2023

Dear Mr. Manas,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT)".

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd. Asif  
Joining Location: WFH / Lurn-In - Kanpur  
OJT Training Location: WFH / Lurn-In - Kanpur

Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **October 21, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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, qualification of all criteria, and 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 up to 3.4 LPA (2.4 LPA fixed + 1 LPA variable) for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for a performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In,

Human Resource

Accept Job Offer by signing below

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: Pushpendra Singh

Date: October 21st, 2023

Dear Pushpendra,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT)".

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd Asif

Joining Location:  
OJT Training: WFH / Lurn-In -Kanpur  
Location: WFH / Lurn-In - Kanpur

Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **September 28, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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 satisfactory performance during training, qualification of all criteria, and 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 for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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 regard 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In.

Human Resource

Accept Job Offer by signing below

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: Shabi Amir

Date: October 21st, 2023

Dear Shabi Amir,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT).

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd Asif  
Joining Location:  
OJT Training Location: WFH / Lurn-In -Kanpur  
Location: WFH / Lurn-In - Kanpur

Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **September 28, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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 satisfactory performance during training, qualification of all criteria, and 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 for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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 regard 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.

**9. Expense Reimbursement:** In addition to the 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.

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**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

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- 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In,

Human Resource

Accept Job Offer by signing below

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: Shashank Gupta

Date: October 21, 2023

Dear Mr. Shashank,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT).

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd. Asif  
Joining Location: WFH / Lurn-In - Kanpur  
OJT Training Location: WFH / Lurn-In - Kanpur

Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **October 21, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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, qualification of all criteria, and 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 up to 3.4 LPA (2.4 LPA fixed + 1 LPA variable) for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for a performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In.

Accept Job Offer by signing below

Human Resource

Signature:

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



# Lurn-In

Education is right of all children

## Offer Letter

Name: Shikha Kanaujia

Date: October 21st, 2023

Dear Shikha Kanaujia,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a **period of 07 days**, with an opportunity to be offered a permanent position of **Business Development Associate** at the end of the training period, based upon the following terms and conditions.

You will be working on the Work from Home model (WFH) currently. The first 02 days of this training will be classroom training which will be conducted virtually. It will then be followed by 07 days of "On-the-Job Training (OJT)".

Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate doing in-person physical product demos.

### 1. Employment Details:

Department: Business Development  
Designation: Business Development Trainee - Sales  
Reporting Manager: Mohd Asif  
Joining Location:  
OJT Training Location: WFH / Lurn-In - Kanpur  
WFH / Lurn-In - Kanpur  
Role Location: WFH

**2. Date of Joining:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **September 28, 2023**. Your work location after conversion to the role of Team Leader would be **WFH** 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.

**3. Term:** The term of this Agreement would be for a period of 07 days (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier.

**4. Extension of Agreement:** In case of a business requirement, this agreement may be extended by another 5 days (over above the 07 days) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

**5. 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).

**6. 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 satisfactory performance during training, qualification of all criteria, and 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 for the role of TL - Direct 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.

**7. Cost to the Company:** You are also eligible for performance pay up to INR 500/- based on your individual targets and performance numbers during your training period.

**8. 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 regard 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.

**9. Expense Reimbursement:** In addition to the 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.

**10. 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.

**11. Leaves:** You will be entitled to get 1 casual leave/sick leave per month.

**12. 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 must 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 2\* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

(\*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)

**13. Termination:** Subject to Clause 3, 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.

**14. 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 always be bound by the provisions laid therein.

**15. Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall always 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.

**16. 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.

**17. 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 always 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 based on 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. During your employment, if you, at any time render yourself in inappropriate behavior/ conversation with the customer, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to initiate any disciplinary action including,

but not limited to warning, suspension or 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.

f. 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.

g. 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.

h. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

i. 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.

j. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes 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.

k. 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 Kanpur, Uttar Pradesh.

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. Graduation Document
2. Pan Card
3. Aadhaar Card
4. Cancelled Cheque/Bank Statement/Bank Passbook
5. Passport Size Photograph

Yours sincerely,

Lurn-In.

Accept Job Offer by signing below

Human Resource

Signature:

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



Offer Letter

Date: 20/11/2023

Dear **Shanu Singh**

With reference to your application, we are pleased to offer you an employment opportunity with Learning Routes Pvt. Ltd. on mutually agreed terms and conditions.

The details of the offer are provided below:

**Designation :** Sales Associate  
**Location :** Yet to be assigned  
**Tentative DOJ :** Yet to be assigned

We are confident that you would play a pivotal role in strengthening the team.  
This offer is being made to you on the following terms and conditions:

**SALARY**

1. Your cost to the Company shall be **6.06 LPA** per annum.
2. In Hand Salary – **30,000/- p.m.**
3. Detailed structure is as mentioned below:

**Cost to the Company: Annexure –A**

<b>Fixed Component</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	12000	144000
House Rent Allowance	9000	108000
Conveyance Allowance	2400	28800
Medical Allowance	1800	21600
Special Allowance	4800	57600
<b>Gross Total (A)</b>	<b>30,000</b>	<b>3,60,000</b>

\*Tax will be deducted applicable as per rule.

<b>Variable Components</b>	<b>Monthly</b>	<b>Yearly</b>
Salary Revision (Payable post the completion of monthly targets during probation period)	3000	18000
Incentives (Based on performance)	12000	144000
Performance cum Continuity Bonus	1500	18000
Punctuality Bonus	1000	12000
DTA (Meeting Travel Allowance)	4500	54000
<b>Total (B)</b>	<b>22,000</b>	<b>2,46,000</b>

<b>COST TO COMPANY(A)+(B)</b>	<b>52,000</b>	<b>6,06,000</b>
-------------------------------	---------------	-----------------

LEARNING ROUTES|

Plot No. 121, 3rd Floor, Sector-44 Near Ramada Hotel, Gurugram, Haryana 122003





4. This offer is provisional in nature and the detailed appointment letter shall be provided to you on joining subsequent to satisfactory completion of the joining formalities.
5. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered as breach of agreement by you.
6. You will be on probation for a period of Six months, which may be extended further at the discretion of the Company.
7. Employment is subject to Document Verification.
8. This offer of appointment is valid until 30<sup>th</sup> November, 2023 for acceptance. If we do not hear from you by 30<sup>th</sup> November, 2023 i.e. the date on which validity of the offer expires, this offer shall be treated as withdrawn.
9. Employment is subject to Training Clearance.
10. During probation, you will be required to serve 30 days' notice or pay 30 days' Gross salary in lieu of notice. Post confirmation, your appointment can be discontinued by either party by serving 45 days' notice or by payment of 45 days' Gross salary in lieu of notice.
11. Your services are transferable anywhere in India, at any time, as per the business requirements
12. Joining shall be considered confirmed once you complete the training period for 5 days, failing to do so you shall be marked as a dropout with no paydays.
13. If you accept the above, you are required to produce the following documents on the date of joining:
  - PAN Card
  - Aadhar Card
  - Certificates & mark sheets of Highest educational qualification
  - Salary slips for Last Three Months
  - Resignation Acceptance Letter of current company
  - Two Passport Size Photographs
  - Cancelled Cheque – Bank Details

LEARNING ROUTES |

Plot No. 121, 3rd Floor, Sector-44 Near Ramada Hotel, Gurugram, Haryana 122003





14. You hereby authorize the Company or any external agency appointed by the Company to verify:
- a) Education
  - b) Employment
  - c) Conduct other background checks prior to your joining the Company or thereafter.

Your appointment is contingent upon successful completion of the background check and the Company reserves the right to end your employment should the results of your background investigation be negative

15. The management also reserves the right to withdraw the said offer in case you are found medically unfit.

Thanks & Regards,  
**Ishita Mahajan**  
**Int. Human Resource Head**  
**+91 9773838585**

### Acceptance Letter

I, having gone through the terms and conditions of the service being offered to me hereby, pleased to accept the offer after agreeing fully to the terms.

Signature-

Date-

LEARNING ROUTES|  
Plot No. 121, 3rd Floor, Sector-44 Near Ramada Hotel, Gurugram, Haryana 122003





Placement Cell &lt;placement\_csjmu@csjmu.ac.in&gt;

**Bajaj Finance Limited | Final Selects**

Placement Cell <placement\_csjmu@csjmu.ac.in>  
To: "Dr. Prabhat Dwivedi" <drprabhatkdwivedi@csjmu.ac.in>

Tue, Oct 17, 2023 at 12:40 PM

From: **BFL Early Careers** <earlycareers@bajajfinserv.in>  
Date: Mon, Oct 16, 2023 at 4:41 PM  
Subject: Bajaj Finance Limited | Final Selects  
To: Placement Cell <placement\_csjmu@csjmu.ac.in>  
Cc: Garvit Vijayvergia <garvit.vijayvergia@bajajfinserv.in>, Ashraf Mujawar <ashraf.mujawar@bizsupporta.com>

Hello Sir,

We are happy to confirm that the below candidates are selected for Bajaj Finance. **Please block these students and do not allow them to sit in any interviews at the college.**

First Name	Last Name	Personal Email ID
OM JI	AGNIHOTRI	agnihotriomji0911@gmail.com
Riya	Gupta	riyagupta221200@gmail.com

Regards,  
Team BFL

**DISCLAIMER:** This message, including any attachments may contain proprietary, confidential and privileged information for the sole use of the intended recipient(s), and is protected by law. If you are not the intended recipient, please notify the sender immediately and destroy all copies of the original message and attachments, if any. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email or any action taken in reliance on this e-mail is strictly prohibited and may be unlawful. Bajaj Finance Limited reserves the right to record, monitor and inspect all email communications through its internal and external networks. Your messages can be subject to such lawful supervision as Bajaj Finance Limited deems necessary in order to protect their information, interests and reputation. Bajaj Finance Limited prohibits and may take steps to prevent their information systems from being used to view, store or forward offensive or discriminatory material. If this message contains such material, please report it to [abuse@bajajfinserv.in](mailto:abuse@bajajfinserv.in). Please ensure you have adequate virus protection before you open or detach any documents from this transmission. Bajaj Finance Limited does not accept any liability for viruses

--

Sincerely,

Training &amp; Placement Cell

CSJM University (State Govt. University Uttar Pradesh Kanpur)

placement\_csjmu@csjmu.ac.in  
for More: [www.csjmu.ac.in](http://www.csjmu.ac.in)



**Offer Letter**

Date: 14<sup>th</sup> Oct 2023

To,  
Pranjul Singh Bhadauria,  
Chhatrapati Shahu Ji Maharaj University

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from 15<sup>th</sup> January 2024. You will be based in our corporate office, Realty Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

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

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheets for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

*Sheetal*

Sheetal Sircar  
Vice President  
Human Resources





**Annexure – A**

Salary structures as under:

Salary Component	Monthly	Yearly
Basic	16000	192000
Others	3000	36000
Special Allowance	6000	72000
<b>Gross (A)</b>	<b>25000</b>	<b>300000</b>
Business Suit Allowance	0	30000
IT Support Allowance	0	30000
Retention Bonus **	0	200000
<b>B</b>	<b>21667</b>	<b>260000</b>
<b>Annual Remuneration(A+B)</b>	<b>46667</b>	<b>560000</b>

**Total Annual Remuneration: Rs Five Lakh Sixty Thousand Only Per Annum**

**Note:**

- \* **Annual Remuneration** is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.
- \* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.
- \* **Confidentiality:** The letter contains all details with regard to your salary and incentives and supersedes all earlier communications. Please note that the contents of this letter and the compensation details are confidential. Employee should refrain from discussing or sharing the same with colleagues & non-Employees.
- \* Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.
- \* You are entitled to get Business Suite after completing your one year successfully with the organization.
- \*\*Eligibility criteria for Retention Bonus is to complete one year in the organization.
- \* All the allowance part are subject to use. They cannot reimburse or not cashable.



**Retention Bonus:**

**Please Note:** - The eligibility criteria to avail the Retention Bonus of 2 lac is to complete two years in the organization. But on a good faith we will be releasing the same as per points given below -

- 30% of 2 Lac on the completion of 1st year,
- 70% of 2 Lac on the completion of 2nd year

Sincerely,		
Human Resources		
Acceptance		
Signature	Name:	Date:



**Offer Letter**

Date: 14<sup>th</sup> Oct 2023

To,  
Shweta Yadav,  
Chhatrapati Shahu Ji Maharaj University

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from 15<sup>th</sup> January 2024. You will be based in our corporate office, Realty Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

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

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheet for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

*Sheetal*

Sheetal Sircar  
Vice President  
Human Resources





**Annexure – A**

Salary structures as under:

Salary Component	Monthly	Yearly
Basic	14000	168000
Others	2000	24000
Special Allowance	5000	60000
<b>Gross (A)</b>	<b>21000</b>	<b>252000</b>
Business Suit Allowance	0	30000
IT Support Allowance	0	30000
Retention Bonus **	0	200000
<b>B</b>	<b>21667</b>	<b>260000</b>
<b>Annual Remuneration(A+B)</b>	<b>42667</b>	<b>512000</b>

**Total Annual Remuneration: Rs Five Lakh Twelve Thousand Only Per Annum**

**Note:**

\* **Annual Remuneration** is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.

\* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.

\* Confidentiality: The letter contains all details with regard to your salary and incentives and supersedes all earlier communications. Please note that the contents of this letter and the compensation details are confidential. Employee should refrain from discussing or sharing the same with colleagues & non-Employees.

\* Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.

\* You are entitled to get Business Suite after completing your one year successfully with the organization.

\*\*Eligibility criteria for Retention Bonus is to complete one year in the organization.

\* All the allowance part are subject to use. They cannot reimburse or not cashable.



**Retention Bonus:**

**Please Note:** - The eligibility criteria to avail the Retention Bonus of 2 lac is to complete two years in the organization. But on a good faith we will be releasing the same as per points given below -

- 30% of 2 Lac on the completion of 1st year,
- 70% of 2 Lac on the completion of 2nd year

Sincerely,		
Human Resources		
Acceptance		
Signature	Name:	Date:



**Offer Letter**

Date: 14<sup>th</sup> Oct 2023

To,  
Shanu Singh,  
Chhatrapati Shahu Ji Maharaj University

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from 15<sup>th</sup> January 2024. You will be based in our corporate office, Reality Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

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

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheets for the first year and second year (If Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

*Sheetal*

Sheetal Sircar  
Vice President  
Human Resources



**Offer Letter**

Date: 14<sup>th</sup> Oct 2023

To,  
Shanu Singh,  
Chhatrapati Shahu Ji Maharaj University

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from 15<sup>th</sup> January 2024. You will be based in our corporate office, Realty Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

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- All Educational certificates (original & photocopies).
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- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheet for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

*Sheetal*

Sheetal Sircar  
Vice President  
Human Resources





### Annexure – A

Salary structures as under:

Salary Component	Monthly	Yearly
Basic	16000	192000
Others	3000	36000
Special Allowance	6000	72000
<b>Gross (A)</b>	<b>25000</b>	<b>300000</b>
Business Suit Allowance	0	30000
IT Support Allowance	0	30000
Retention Bonus **	0	200000
<b>B</b>	<b>21667</b>	<b>260000</b>
<b>Annual Remuneration(A+B)</b>	<b>46667</b>	<b>560000</b>

**Total Annual Remuneration: Rs Five Lakh Sixty Thousand Only Per Annum**

**Note:**

\* **Annual Remuneration** is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.

\* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.

\* Confidentiality: The letter contains all details with regard to your salary and incentives and supersedes all earlier communications. Please note that the contents of this letter and the compensation details are confidential. Employee should refrain from discussing or sharing the same with colleagues & non-Employees.

\* Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.

\* You are entitled to get Business Suite after completing your one year successfully with the organization.

\*\*Eligibility criteria for Retention Bonus is to complete one year in the organization.

\* All the allowance part are subject to use. They cannot reimburse or not cashable.



**Retention Bonus:**

**Please Note:** - The eligibility criteria to avail the Retention Bonus of 2 lac is to complete two years in the organization. But on a good faith we will be releasing the same as per points given below -

- 30% of 2 Lac on the completion of 1st year,
- 70% of 2 Lac on the completion of 2nd year

Sincerely,		
Human Resources		
Acceptance		
Signature	Name:	Date:



Offer Letter

Date: 14<sup>th</sup> Oct 2023

To,  
Riya Gupta,  
Chhatrapati Shahu Ji Maharaj University

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from 15<sup>th</sup> January 2024. You will be based in our corporate office, Realty Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

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

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheet for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

*Sheetal*

Sheetal Sircar  
Vice President  
Human Resources





**Annexure – A**

Salary structures as under:

Salary Component	Monthly	Yearly
Basic	16000	192000
Others	3000	36000
Special Allowance	6000	72000
<b>Gross (A)</b>	<b>25000</b>	<b>300000</b>
Business Suit Allowance	0	30000
IT Support Allowance	0	30000
Retention Bonus **	0	200000
<b>B</b>	<b>21667</b>	<b>260000</b>
<b>Annual Remuneration(A+B)</b>	<b>46667</b>	<b>560000</b>

**Total Annual Remuneration: Rs Five Lakh Sixty Thousand Only Per Annum**

**Note:**

- \* **Annual Remuneration** is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.
- \* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.
- \* Confidentiality: The letter contains all details with regard to your salary and incentives and supersedes all earlier communications. Please note that the contents of this letter and the compensation details are confidential. Employee should refrain from discussing or sharing the same with colleagues & non-Employees.
- \* Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.
- \* You are entitled to get Business Suite after completing your one year successfully with the organization.
- \*\*Eligibility criteria for Retention Bonus is to complete one year in the organization.
- \* All the allowance part are subject to use. They cannot reimburse or not cashable.



**Retention Bonus:**

**Please Note:** - The eligibility criteria to avail the Retention Bonus of 2 lac is to complete two years in the organization. But on a good faith we will be releasing the same as per points given below -

- 30% of 2 Lac on the completion of 1st year,
- 70% of 2 Lac on the completion of 2nd year

Sincerely,		
Human Resources		
Acceptance		
Signature	Name:	Date:



**Offer Letter**

Date: 14<sup>th</sup> Oct 2023

To,  
Ritika Shukla,  
Chhatrapati Shahu Ji Maharaj University

**Sub: Letter of Offer for Employment**

We are pleased to offer you an appointment in our organization as Relationship Manager with effect from 15<sup>th</sup> January 2024. You will be based in our corporate office, Realty Assistant Pvt. Ltd. Post induction your duties can be transferred to any business unit and location (PAN INDIA) as per discretion of the management.

You will be paid Annual Remuneration as detailed in Annexure – A.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

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

- All Educational certificates (original & photocopies).
- Passport size photographs x 6 copies
- Documents of proof of residence (Permanent & Current)
- Pan Card & Aadhaar Card copy.
- NOC from College
- Attested copy of Marksheets for the first year and second year (if Applicable).

Please sign and return duplicate copy of this letter as token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

We wish you all the best

Warm Regards

*Sheetal*

Sheetal Sircar  
Vice President  
Human Resources



**Annexure – A**

Salary structures as under:

Salary Component	Monthly	Yearly
Basic	16000	192000
Others	3000	36000
Special Allowance	6000	72000
<b>Gross (A)</b>	<b>25000</b>	<b>300000</b>
Business Suit Allowance	0	30000
IT Support Allowance	0	30000
Retention Bonus **	0	200000
<b>B</b>	<b>21667</b>	<b>260000</b>
<b>Annual Remuneration(A+B)</b>	<b>46667</b>	<b>560000</b>

**Total Annual Remuneration: Rs Five Lakh Sixty Thousand Only Per Annum**

**Note:**

- \* **Annual Remuneration** is usually rounded off to nearest Zero and all the deduction part of the Annual Remuneration.
- \* Income Tax declarations are to be submitted within one month of joining, failing which TDS will be computed assuming you do not have any investment for Tax Exemption.
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- \* Your employment is subject to accept the term & condition of our employee handbook which will be provided you at the time of joining.
- \* You are entitled to get Business Suite after completing your one year successfully with the organization.
- \*\* Eligibility criteria for Retention Bonus is to complete one year in the organization.
- \* All the allowance part are subject to use. They cannot reimburse or not cashable.



**Retention Bonus:**

**Please Note:** - The eligibility criteria to avail the Retention Bonus of 2 lac is to complete two years in the organization. But on a good faith we will be releasing the same as per points given below -

- 30% of 2 Lac on the completion of 1st year,
- 70% of 2 Lac on the completion of 2nd year

Sincerely,		
Human Resources		
Acceptance		
Signature	Name:	Date:



Placement Cell &lt;placement\_csjmu@csjmu.ac.in&gt;

## Final Selections || CSJMU || Up Roar Learning

Campus Recruitment <campus@uproarlearning.com>  
To: Placement Cell <Placement\_csjmu@csjmu.ac.in>

Mon, Sep 18, 2023 at 3:31 PM

Hi Team,

Kindly find details of selected students:

S NO	Student Name	College Name	Phone No	Email ID	Course
1	Riya Gupta	CSJMU	9044125295	riyagupta221200@gmail.com	MBA
2	Vaishnavi Singh	CSJMU	9565978343	vaishnavisingh643@gmail.com	MBA
3	Shanu Singh	CSJMU	8953325576	shanusingh0404228@gmail.com	MBA
4	Anisha Sharma	CSJMU	9548462865	asharma90172@gmail.com	MBA
5	Anamika	CSJMU	7355144848	anamikaluck0223@gmail.com	MBA
6	Ritika Shukla	CSJMU	7388684625	ritikashukla7388@gmail.com	MBA
7	Pranjul Singh	CSJMU	7518463077	pranjulsinghbhadauriya2000@gmail.com	MBA
8	Ayush Yadav	CSJMU	7905516337	ayushyadav454@gmail.com	MBA
9	Yesh Raj Singh	CSJMU	9336461484	singhyeshraj1504@gmail.com	Btech
10	Aman Kumar Yaksh	CSJMU	9569020532	amanyaksh3@gmail.com	BBA

Thanks &amp; Regards,



Tej Narayan Pandey  
Specialist Campus Strategy | Human Resources  
Mobile: 921732238  
Location: Gurugram



## Selection Letter

Dear Ananya,

We're jubilant to inform you that you've been selected in **HIKE EDUCATION PRIVATE LIMITED**

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization

Your starting **salary annexure** is attached with this letter. Kindly be assured that the other details like **Date Of Joining & Location** will be shared with you in the **Letter Of Intent**.

Feel free to reach out to us either at [hr@hikeedu.in](mailto:hr@hikeedu.in) or [onboarding@hikeedu.in](mailto:onboarding@hikeedu.in) for any queries / suggestions or feedback.

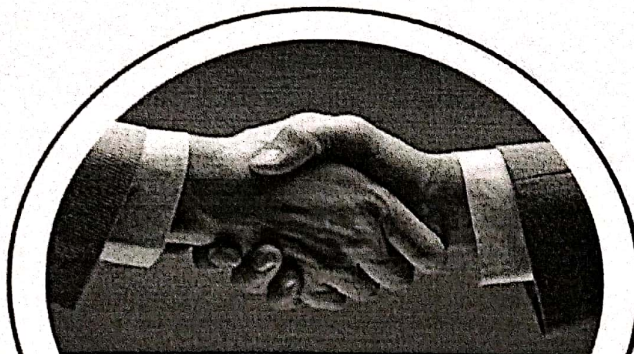
NOTE: Your **Date of Joining** will depend upon your **liberation** from the **university / college**.

Thanks & Regards,

Human Resource Department

Hike Education Private Limited

[info@hikeedu.in](mailto:info@hikeedu.in)  
[www.hikeeducation.com](http://www.hikeeducation.com)



Plot No. 880, 1st floor  
Udyog Vihar Phase 5,  
Gurugram- 122016

# Hike Education

Empowering Professionals

## Annexure

### Ananya Chaturvedi

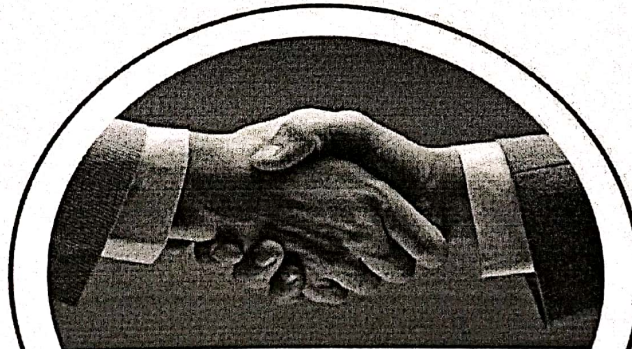
PARTICULARS	PROBATIONER	CONFIRMED
CTC (Annual)	546000	582000
BASIC	11000	12500
HRA	5500	6250
MEDICAL ALLOWANCE	1650	1875
TRANSPORT ALLOWANCE	1100	1250
SPECIAL ALLOWANCE	2750	3125
NET HOME INTAKE	22000	25000
DAILY TRAVEL REIMBURSEMENT (Rs.150/- per day * 30)	4500	4500
PERFORMANCE LINKED INCENTIVES (Payable on the basis of achievement of monthly targets)	15000	15000
MISCELLANEOUS INDUCEMENT (Payable on the basis of percentage achievement of monthly targets- min. 125%)	3000	3000
PUNCTUALITY BONUS (Payable on the basis of 100% attendance)	1000	1000
GROSS (Monthly)	45500	48500

Thanks & Regards,

Human Resource Department

Hike Education Private Limited

info@hikeedu.in  
www.hikeeducation.com



Plot No. 880, 1st floor  
Udyog Vihar Phase 5,  
Gurugram- 122016





Ms. Karishma

We are glad to confirm your selection as a **Business Development Executive** in our organization **Universities Nation (Campushala)**. You will be placed at our **Noida** office. The following are the terms and condition of the appointment:

A huge congratulation to you!

You will receive Rs. 25,000 in hand per month.

**Commencement Term:**

- The duration of your probation will be for 3 months.
- At the end of probation period your services may be confirmed subject to your performance meeting the requisite standards.

At the time of joining, carry the following documents (Photocopies) with you.

1. Id proof (Pan Card & Aadhar Card)
2. Education Certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters)
3. Cancelled cheque of bank account
4. 2 passport size photographs
5. Previous employer relieving letter

Regards,

Vaishali Sharma  
HR Department  
Universities Nation



Ms. Nishi

We are glad to confirm your selection as a **Business Development Executive** in our organization **Universities Nation (Campushala)**. You will be placed at our **Noida** office. The following are the terms and condition of the appointment:

A huge congratulation to you!

You will receive Rs. 23,000 in hand per month.

**Commencement Term:**

- The duration of your probation will be for 3 months.
- At the end of probation period your services may be confirmed subject to your performance meeting the requisite standards. And your in hand salary will be 25k

At the time of joining, carry the following documents (Photocopies) with you.

1. Id proof (Pan Card & Aadhar Card)
2. Education Certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters)
3. Cancelled cheque of bank account
4. 2 passport size photographs
5. Previous employer relieving letter

Regards,

Vaishali Sharma  
HR Department  
Universities Nation



**Mr. Pranjul**

We are glad to confirm your selection as a **Business Development Executive** in our organization **Universities Nation (Campushala)**. You will be placed at our **Noida** office. The following are the terms and condition of the appointment:

A huge congratulation to you!

You will receive Rs. 23,000 in hand per month.

**Commencement Term:**

- The duration of your probation will be for 3 months.
- At the end of probation period your services may be confirmed subject to your performance meeting the requisite standards. After completing the probation period your salary will be 25k in hand

At the time of joining, carry the following documents (Photocopies) with you.

1. Id proof (Pan Card & Aadhar Card)
2. Education Certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters)
3. Cancelled cheque of bank account
4. 2 passport size photographs
5. Previous employer relieving letter

Regards,

Vaishali Sharma  
HR Department  
Universities Nation





**Ms. Ritika**

We are glad to confirm your selection as a **Business Development Executive** in our organization **Universities Nation (Campushala)**. You will be placed at our **Noida** office. The following are the terms and condition of the appointment:

**A huge congratulation to you!**

You will receive **Rs. 23,000** in hand per month.

**Commencement Term:**

- The duration of your probation will be for **3 months**.
- At the end of probation period your services may be confirmed subject to your performance meeting the requisite standards. After completing the probation period your salary will be **25k** in hand

At the time of joining, carry the following documents (Photocopies) with you.

1. Id proof (Pan Card & Aadhar Card)
2. Education Certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters)
3. Cancelled cheque of bank account
4. 2 passport size photographs
5. Previous employer relieving letter

Regards,

Vaishali Sharma  
HR Department  
Universities Nation



## **Letter of Contract**

**Date: 21st October, 2023**

**Dear Mr. Sudhanshu Dwivedi,**

We welcome you to be a part of our team at **L.O.R.D Analytics (India)**.

We will be happy to offer you a Consultancy Fee of INR 23,000 per month. It is subject to the deduction of the TDS (10%) and any other taxes as applicable by the Indian government regulations and provides the certificate to that effect.

**Date of Joining:** Tuesday, 24th October 2023

**Duration:** 24th October, 2023 to 25th November, 2023

**Working Mode:** Work from Office/Field (**On-Site**)

**Base Location:** Rajasthan

We are delighted to extend this opportunity and look forward to welcoming you to our team! Regards,

Regards,

Administration

**L.O.R.D Analytics (India)**

## **Terms & Conditions**

- 1) You are liable to be transferred from one profile/role to another or from one department to another within this organization or any other establishment, whether existing at present or to be set-up in future. In such cases you will be governed by the terms and conditions of service as applicable to the new assignment.



- 2) We believe in strong commitment to our internal and external stakeholders. You are expected to be flexible in your work hours at Organization keeping in mind organizational requirements and deliverables.
- 3) Your consultancy/internship with L.O.R.D Analytics is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by L.O.R.D Analytics for your role.
- 4) In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. In this connection, you are required not to engage in activities that have or will have an adverse impact on the goodwill, operations and reputations of L.O.R.D Analytics, whether directly or indirectly. There may be times when you will be required to work extra hours depending on operational requirements.
- 5) You may be required to undertake travel for work purposes for which your travel expenses will be reimbursed as per the Reimbursement Policy of the Organization.
- 6) We at L.O.R.D Analytics are committed to ensure integrity in all aspects of our functioning. You are required to comply with the policies of L.O.R.D Analytics as they form an integral part of the terms of internship/consulting. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are framed, modified and updated on a periodic basis and new policies may be introduced and notified to interns/consultants from time to time whereupon you will be required to comply with the same.
- 7) Consistent with above mentioned rules, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your internship/consulting, shall immediately be brought to the notice of L.O.R.D Analytics.
- 8) No party may terminate this internship/consulting by giving up notice. The tenure shall be **completed effectively**.



- 9) **Exclusivity:** During the course of your internship/consultancy with the Organization, you will not be permitted to work for remuneration or internship/consulting with any other Organization, firm etc. either part-time or full time, or engage yourself in any self-employment.
- 10) **Disclosure of Confidential Information:** You shall not at any time without the consent of the Organization's management disclose, divulge or make public except under legal obligations any of the processes, accounts, transactions and dealings of the Organization, whether the same be confided or become known to you in the course of internship/consultancy or otherwise, failing which the Organization can initiate necessary disciplinary action as per rules. You shall be bound by the provisions of the **Non-Disclosure Agreement (NDA)**, signed by you at the time of joining the Organization.
- 11) **Integrity Issues:** In case you are found to be guilty of material breach of your duties or obligations, or commit breach of trust, or gross indiscipline or misconduct, or fraud, or breach of confidentiality, inefficiency, qualitative inputs or commit breach of the Organization's policies or any of the terms and conditions set forth herein, the Organization reserves the right.
- 12) To terminate your internship/consulting with the Organization forthwith or with such notice as it deems fit, and without any obligation to pay any notice pay.
- 13) In the case of lapse/closure of a project at client end, the consulting/internship is subject to prompt termination.
- 14) **Absconding from Service:** In the event of your continuous absence for a period of 3 (three) days or more without permission from the management, you will be issued a show cause notice and you will be expected to reply within the next 48 hours. Failure to reply to the show-cause notice will lead to your termination from the date of abscondment.
- 15) Upon acceptance of this Offer Letter, should you fail or refuse to commence the performance of duties under this Offer Letter, on the effective Date as stated under this letter, you shall pay to the Company, an amount equivalent



to One (1) months cost to company as liquidated damages, which is agreed and understood to be a fair pre-estimate of the damages suffered by the Company on account of such action. Notwithstanding the above, the Company retains the right to file a claim for damages or take appropriate action in relation to any breach of the obligations by you under this Contract.

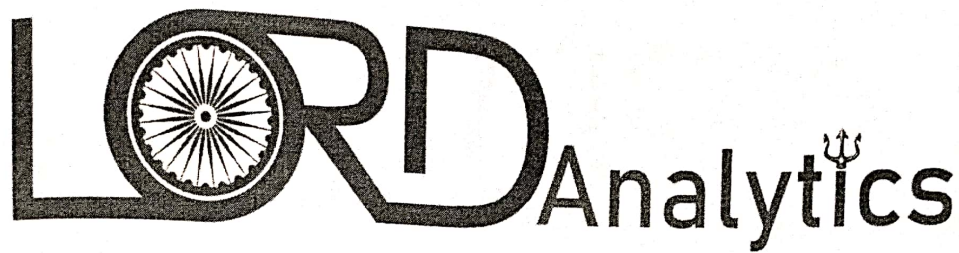
16) Consultant shall be entitled to avail leave during the term of this agreement as provided for in the Organization's policies and procedures.

17) You are required to engage yourself exclusively in the work assigned by L.O.R.D Analytics and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of the management.

18) You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of L.O.R.D Analytics.

19) This also refers to the requirement on your part, during the period of your internship/consultancy and for a period of 2 (Two) Year from the cessation of your internship/consultancy with L.O.R.D Analytics (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

- Any employee/consultant/intern of L.O.R.D Analytics to terminate their employment/consulting/internship with L.O.R.D Analytics or to accept employment/consulting/internship with any competitor, supplier or any customer with whom you have a connection.
- Any client or vendor of L.O.R.D Analytics to move his existing business with L.O.R.D Analytics to a third party or to terminate his business relationship with L.O.R.D Analytics.
- Any existing employee/consultant/intern to become associated with or perform services of any type for any third party.

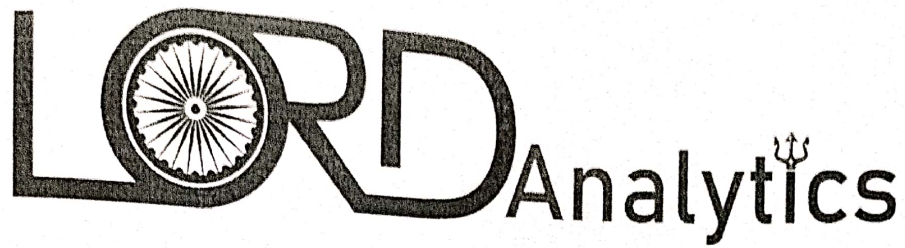


- 20) In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the NDA. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the NDA as undisclosed, sensitive and confidential and not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by L.O.R.D Analytics in the course of your internship/consultancy. This covenant shall endure during your internship/consultancy and also after cessation of your internship/consultancy with L.O.R.D Analytics (irrespective of the circumstances of, or the reasons for, cessation).
- 21) In your work for L.O.R.D Analytics, you will be expected not to use or disclose any confidential information, including processes, accounts, transactions and dealings of the Organization of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for L.O.R.D Analytics.
- 22) In connection with your internship/consultancy and during the term of your internship/consulting upon conception or creation, you shall disclose and assign to L.O.R.D Analytics as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, data, trade secrets and improvements developed or conceived by you solely or jointly with others (whether or not during office hours) and shall comply with the Policies of L.O.R.D Analytics in relation to Intellectual Property.
- 23) All the deliverables, primary and secondary data, collaterals and relevant information established and collected by you and team during the course of contract will be Solely Intellectual Property of the organization.
- 24) Consultant will indemnify, defend and, hold harmless organization and its directors, officers and employees from and against all losses, damages, liabilities, costs and expenses, including attorneys fees and other legal expenses, arising directly or indirectly from or in connection with: any



negligent, reckless, or intentionally wrongful act of consultant; any breach by Consultant of any provisions, covenants, warranties or representations contained in this agreement; and any failure of Consultant to perform the services in accordance with all applicable laws, rules and regulations.

- 25) In the course of your internship/consultancy with L.O.R.D Analytics, you will be providing services to customers or clients of L.O.R.D Analytics during which process you would be handling sensitive information including but not limited to information of key clients of L.O.R.D Analytics, competitor information, client sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to L.O.R.D Analytics and its protection is of utmost importance to L.O.R.D Analytics. You confirm that for a period of Twenty Four (24) months after separation of your internship/consulting from L.O.R.D Analytics (irrespective of the circumstances of or the reason for the separation), you will not, directly or indirectly, anywhere in the Territory, shall start your own venture. You also confirm that you will not accept any offer or perform the same or substantially the same Job Duties of internship/consultant from a client, any competitive Organization working in the same domain or those with whom you have interacted or worked in a professional capacity representing L.O.R.D Analytics during the Twenty Four (24) months preceding the date of separation.
- 26) We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from internship/consulting without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into, and which may relate to or affect your commitments under this Agreement.
- 27) Your internship/consulting terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever,



the remaining provisions of this Agreement shall continue in full force and effect.

- 28) These terms supersede and replace any existing agreement or understanding, if any, between L.O.R.D Analytics and you relating to the same subject matter except the non-disclosure agreement signed between you and L.O.R.D Analytics, at the time of your joining.
- 29) You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement.
- 30) The parties hereto agree that any matter or issues arising hereunder or any dispute hereunder shall be subject to the **exclusive jurisdiction** of the courts of situated at Kanpur District Court, Uttar Pradesh.
- 31) Renewal of the contract is subject to performance of the second party.
- 32) During the period of internship/consultancy, you are required to comply with all L.O.R.D Analytics policies. You will be governed by the rules and regulations, code of conduct and other policies, including without limitation the HR policy manual, as applicable, enforced, amended or altered from time to time during the course of your internship/consultancy. It will be your responsibility to go through all the policies, processes, code of conduct, rules and regulations of the Organization as detailed out in the HR policy manual and keep updating yourself with the same regularly for requisite observance.

*Regards,*

A rectangular stamp containing a handwritten signature in black ink. The signature appears to be "Daman Singh".

**Authorized Signatory**

**L.O.R.D Analytics**



Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this Employment/Consultant Agreement. By signing this, you agree and acknowledge that you have read the provisions of this Agreement and understood the implication thereof.

I, Mr. Sudhanshu Dwivedi, accept the appointment letter and agree to abide by the terms and conditions of my employment.

**Signature**

**Mr. Sudhanshu Dwivedi**

**Date: 22-October-2023**



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IndiaMART InterMESH Ltd.  
Assotech Business Crestera, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9896999996  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Letter of Intent- Final Placement

December 30, 2023

Dear Pranjul Singh,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive- Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART InterMesh Ltd.

Prerna Hajela  
AVP - Human Resources



IndiaMART InterMESH Ltd.  
Apotech Business Crestara, Plot No.22,  
Tower 2, Floor No.8, Sector - 135, Noida, UP  
Call Us: +91 - 9096999996  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### Annexure 1

We request you to share the below listed documents at [dalal.nisha@indiamart.com](mailto:dalal.nisha@indiamart.com) as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

1. PAN Card (*Please apply, if do not possess one and share acknowledgement with us*)
2. Aadhar Card (*Please apply, if you do not possess one and share acknowledgement with us*)
3. 10<sup>th</sup> Marksheet and 12<sup>th</sup> Marksheet
4. Final Marksheet for Graduation (*in case of any backlog, please share all semester-wise marksheets*)
5. All semester wise mark sheet for Post-Graduation
6. Bank Details (Passbook details/Canceled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

*Please note that:*

1. *Company holds the right to change the location on the basis of vacancy available at that time of joining, etc.*
2. *Any relocation/transfer will be allowed post completion of a minimum 12 months.*
3. *The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.*

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date



IndiaMART InterMESH Ltd.  
Ashtech Business Centre, Plot No 22,  
Tower 2, Floor No 6, Sector - 135, Noida (UP)  
Call Us: +91 - 9096099096  
E: [customers@indiamart.com](mailto:customers@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### Letter of Intent- Final Placement

December 30, 2023

Dear Abhishek Bajpai,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive- Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medical claim, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART InterMesh Ltd.

Purna Hajela  
AVP - Human Resources



IndiaMART InterMESH Ltd.  
Asiatech Business Cresterra, Plot No.22,  
Tower 2, Floor No.5, Sector - 135, Noida, UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### Annexure 1

We request you to share the below listed documents at [dalal.nisha@indiamart.com](mailto:dalal.nisha@indiamart.com) as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

1. PAN Card *(Please apply, if do not possess one and share acknowledgement with us)*
2. Aadhar Card *(Please apply, if you do not possess one and share acknowledgement with us)*
3. 10<sup>th</sup> Marksheet and 12<sup>th</sup> Marksheet
4. Final Marksheet for Graduation *(in case of any backlog, please share all semester-wise marksheets)*
5. All semester wise mark sheet for Post-Graduation
6. Bank Details (Passbook details/Canceled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

*Please note that:*

1. *Company holds the right to change the location on the basis of vacancy available at that time of joining, etc.*
2. *Any relocation/transfer will be allowed post completion of a minimum 12 months.*
3. *The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.*

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date



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IndiaMART InterMESH Ltd.  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Letter of Intent- Final Placement

December 30, 2023

Dear Aviral Gupta,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive- Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART Intermesh Ltd.

Perna Hajela  
AVP - Human Resources



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IndiaMART InterMESH Ltd.  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9099909096  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Annexure 1

We request you to share the below listed documents at [dalal.nisha@indiamart.com](mailto:dalal.nisha@indiamart.com) as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

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2. Aadhar Card (*Please apply, if you do not possess one and share acknowledgement with us*)
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4. Final Marksheet for Graduation (*in case of any backlog, please share all semester-wise marksheets*)
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6. Bank Details (Passbook details/Canceled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

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3. *The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.*

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date



30

IndiaMART InterMESH Ltd.  
Asotech Business Centre, Plot No. 22,  
Tower 2, Floor No. 6, Sector - 135, Noida, UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Letter of Intent- Final Placement

December 30, 2023

Dear Manas Tiwari,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive- Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART Intermesh Ltd.

Perna Hajela  
AVP - Human Resources



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IndiaMART InterMESH Ltd.  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
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Website: www.indiamart.com

### Annexure 1

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6. Bank Details (Passbook details/Canceled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

Please note that:

1. Company holds the right to change the location on the basis of vacancy available at that time of joining, etc.
2. Any relocation/transfer will be allowed post completion of a minimum 12 months.
3. The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date



32

IndiaMART InterMESH Ltd.  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.8, Sector - 135, Noida, UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Intent- Final Placement

December 30, 2023

Dear Mohd Asad,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive– Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

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- Lucrative Incentives plans over and above the fixed salary
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- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART Intermesh Ltd.

Perna Hajela  
AVP - Human Resources



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Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9696999996  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Annexure 1

We request you to share the below listed documents at [dalal.nisha@indiamart.com](mailto:dalal.nisha@indiamart.com) as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

1. PAN Card (Please apply, if do not possess one and share acknowledgement with us)
2. Aadhar Card (Please apply, if you do not possess one and share acknowledgement with us)
3. 10<sup>th</sup> Marksheet and 12<sup>th</sup> Marksheet
4. Final Marksheet for Graduation (in case of any backlog, please share all semester-wise marksheets)
5. All semester wise mark sheet for Post-Graduation
6. Bank Details (Passbook details/Canceled Cheque/Online Bank Statement)
7. Laptop Declaration Form and Conveyance Declaration Form
8. Valid Driving License and 2-wheeler RC
9. Vaccination Certificate

Please note that:

1. Company holds the right to change the location on the basis of vacancy available at that time of joining, etc.
2. Any relocation/transfer will be allowed post completion of a minimum 12 months.
3. The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date:



IndiaMART InterMESH Ltd.  
Assotech Business Crestera, Plot No 22,  
Tower 2, Floor No 8, Sector - 135, Noida, UP  
Call Us: +91 - 9696999096  
E: customercare@indiamart.com  
Website: www.indiamart.com

## Letter of Intent- Final Placement

December 30, 2023

Dear Abhishek Kumar,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive- Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART InterMesh Ltd.

Perna Hajela  
AVP - Human Resources



IndiaMART InterMESH Ltd.  
Assotech Business Cresterna, Plot No.22,  
Tower 2, Floor No.5, Sector - 135, Noida, UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Annexure 1

We request you to share the below listed documents at [dalal.nisha@indiamart.com](mailto:dalal.nisha@indiamart.com) as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

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3. The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date



IndiaMART InterMESH Ltd.  
Assotech Business Crestera, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9696569696  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Letter of Intent- Final Placement

December 30, 2023

Dear Pushpendra Singh,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive- Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART Intermesh Ltd.

Perna Hajela  
AVP - Human Resources



IndiaMART InterMESH Ltd.  
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Website: [www.indiamart.com](http://www.indiamart.com)

### Annexure 1

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8. Valid Driving License and 2-wheeler RC
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2. Any relocation/transfer will be allowed post completion of a minimum 12 months.
3. The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date



IndiaMART InterMESH Ltd.  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

### Letter of Intent- Final Placement

December 30, 2023

Dear Shashank Gupta,

Congratulations on your selection with IndiaMART!

We are delighted to extend this offer to you with IndiaMART InterMESH Ltd. as follows:

**Position:** Executive- Client Servicing (FSF)

**CTC:** 3,60,000/- LPA

**Location:** Delhi/NCR

Apart from the above-mentioned CTC, we offer best the below leading benefits:

- Weekly Salary
- Lucrative Incentives plans over and above the fixed salary
- Accidental Insurance/Medicaid, with no premium charged from our employees.
- Life Insurance at ZERO cost to our employees
- I-LEAP Program (Higher Education Assistance Program)

Your offer letter will be shared once you complete your onboarding process with us.

In order to facilitate the above, you are required to submit the documents listed in Annexure 1.

Kindly share the signed copy of this LOI as a token of acceptance.

Yours Sincerely  
For IndiaMART Intermesh Ltd.

Perna Hajela  
AVP - Human Resources



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IndiamART InterMESH Ltd.  
Assotech Business Crestone, Plot No 22,  
Tower 2, Floor No 5, Sector - 135, Noida (UP)  
Call Us: +91 - 9696999996  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

### Annexure 1

We request you to share the below listed documents at [dalal.nisha@indiamart.com](mailto:dalal.nisha@indiamart.com) as these are mandatory for the completion of your onboarding process and will be shared with our partner for conducting your background verification -

1. PAN Card *(Please apply, if do not possess one and share acknowledgement with us)*
2. Aadhar Card *(Please apply, if you do not possess one and share acknowledgement with us)*
3. 10<sup>th</sup> Marksheet and 12<sup>th</sup> Marksheet
4. Final Marksheet for Graduation *(in case of any backlog, please share all semester-wise marksheets)*
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Please note that:

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2. Any relocation/transfer will be allowed post completion of a minimum 12 months.
3. The LOI has been shared to you on the basis of information provided by you during the interview process. However, if any discrepancy is found during the documentation process/joining, this offer stands void.

We wish that your journey with us is filled with opportunities, growth, and countless moments of success.

In case of any queries, please feel free to contact Ms. Nisha Dalal@7404570907.

(Candidate's Signature)

Name and Date



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**IndiaMART InterMESH Ltd.**  
Assotech Business Crestera, Plot No.22,  
Tower 2, Floor No.8, Sector - 135, Noida, UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

15th May, 2024  
Ashutosh Shukla  
Kanpur

Dear Ashutosh,

Congratulations!! We are delighted to make you an offer with IndiaMART Intermesh Ltd.

Designation	Executive –Client Acquisition
Date of joining	20-May-24
CTC on offer	INR 3,60,000
Base Location	NCR/Delhi- Okhla

We are pleased to offer you the position of “Executive –Client Acquisition” We are confident that your skills, experience, and enthusiasm will make a valuable contribution to our team.

1. Your Annual Compensation shall be INR 3,60,000 (Three Lakhs Sixty Thousand Only). The detailed Compensation Structure is attached herewith as “Annexure – I”.
2. You shall be reporting to work at 9.00 am on the day of joining. This job requires you to work from the office on all working days as per your working location. As informed, your place of posting shall be **NCR/Delhi- Okhla**.
3. You will be governed by the Company rules, as amended from time to time. You will be entitled to leave and other benefits in accordance with such rules applicable from time to time.
4. A detailed “Letter of Appointment” setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.
5. If you have any questions or require further clarification about the terms of this offer till your joining date, please do not hesitate to contact **Nisha Dalal @ 7404570907**.



**IndiaMART InterMESH Ltd.**  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida, UP  
Call Us: +91 - 9096969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

Please Note – Your offer has been made based on the information furnished by you. We will verify the authenticity of such information using various means including services of background verification agencies. Company reserves the right to revoke the offer and your appointment at any time in case we discover discrepancies in your declarations.

You are requested to sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

We are very excited about you joining us & we look forward to having you with IndiaMART Intermesh Ltd.

Sincerely yours,

For IndiaMART Intermesh Ltd.

A handwritten signature in black ink, appearing to read 'Prerna'.

**Prerna Hajela**  
**AVP-Human Resources**

**SIGNATURE**  
(\_\_\_\_\_)



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IndiaMART InterMESH Ltd.  
Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.8, Sector - 135, Noida, UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

Annexure - I

Name: Ashutosh Shukla

Designation - Executive- Client Acquisition

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	23100	277200
HRA	6900	82800
Monthly Fixed Total	30000	360000

\*Income Tax will be deducted from salary as per Government specified rules.

\*However, the total CTC will remain un-changed

For IndiaMART Intermesh Ltd.

Prerna Hajela  
AVP-Human Resources

SIGNATURE

( )



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**IndiaMART InterMESH Ltd.**  
Aditech Business Crestera, Plot No 22,  
Tower 2, Floor No 6, Sector - 135, Noida UP  
Call Us: +91 - 9696969696  
E: customercare@indiamart.com  
Website: www.indiamart.com

Date: 29 April 2024

SUDHANSHU DWIVEDI

Phase-2 Daya nanad vihar,  
Kalyanpur Kanpur nagar,  
Uttar Pradesh

Dear Sudhanshu,

Congratulations!! We are delighted to make you an offer with IndiaMART Intermesh Ltd.

Designation	Executive
Date of joining	20 <sup>th</sup> May 2024
CTC on offer	INR 360000
Joining Location	Mumbai- Virar

We are pleased to offer you an appointment as "Executive". You shall be reporting to work at 9.00 am on the day of joining. This job requires you to work from the office on all working days as per your working location.

1. Your Annual Compensation shall be **INR 360000** (Three Lakh Sixty Thousand only). The detailed Compensation Structure is attached herewith as "Annexure - I".

As informed, your place of posting shall be at **Mumbai- Virar**. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company's offices (Current or Future), work sites or assisted or affiliated Companies located within the country.

2. You will be governed by the Company rules, as amended from time to time. You will be entitled to, leave and other benefits in accordance with such rules applicable from time to time.
3. On the day of joining, you are requested to contact **Sakshi Patil** working with us. She could be contacted @8068321395
4. A detailed "Letter of Appointment" setting out terms and conditions of your appointment shall be issued to you after your completing the joining formalities.



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IndiaMART InterMESH Ltd.  
Ansitech Business Crespera, Plot No 22,  
Tower 2, Floor No 6, Sector - 135, Noida (UP)  
Call Us: +91 - 9996565696  
E: customercare@indiamart.com  
Website: www.indiamart.com

The below documents will be physically verified with the original documents once we resume work from office:

1. Proof of age (birth certificate/ class 10th certificate)
2. Proof of all qualifications – 10<sup>th</sup>, 12<sup>th</sup>, Under-graduation, Post-graduation (if applicable)
3. Proof of Permanent Address (Voter Id Card/ Driving License/ Aadhar Card/ Electricity bill/ Bank statement)
4. Aadhar Card
5. Identity Proof (Passport/ Permanent Driving license/ Voter ID)
6. PAN Card
7. Relieving letter/ Experience letter/ Letter of Appointment along with Resignation Letter from all previous employers
8. Last 3 months salary slips / Bank statement reflecting Salary credit from Employer (if applicable)
9. 4 recent passport size photographs

Your offer has been made based on the information furnished by you. However, if there is any discrepancy found during the antecedent check conducted by the Company or in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer & your appointment thereafter at any time.

A reference check will be made to the references shared by you. If the call turns out to be negative or if calls are unanswered leading to unsuccessful reference check during your 1st week of induction, it will be at the discretion of the organization to decide on your candidature which can even go up to termination/revoking offer.

Please Note – It is mandatory to get all the original documents verified within 4 weeks from your Date of resuming work from office. In case of failure, your employment will be terminated with immediate effect.

You are requested to sign below in token of your acceptance of the terms and conditions of this letter of intent and return the duplicate copy duly signed by you to us.

Should you have any queries please feel free to contact Gagandeep Singh.

We are very excited about you joining us & we look forward to having you with IndiaMART Intermesh Ltd.

Sincerely yours,

For IndiaMART Intermesh Ltd.

**GAGANDEEP SINGH**  
VP – HUMAN RESOURCES

**Annexure - I**

Name: SUDHANSHU DWIVEDI  
 Designation: Executive

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	21001	252012
HRA	7199	86388
EPF (Employer Contribution)	1800	21600
<b>Total Gross</b>	<b>30000</b>	<b>360000</b>
EPF	3600	43200
Total Deduction	3600	43200
CTC	26400	316800
CCA	3000	36000
Take Home Salary	29400	352800

\* Income Tax will be deducted from salary as per Government specified rules.

For IndiaMART InterMesh Ltd.



**GAGANDEEP SINGH**  
 VP - HUMAN RESOURCES



Placement Cell &lt;placement\_csjmu@csjmu.ac.in&gt;

**Fwd: Byjus || Selection for Inside Sales Noida SSP Onboarding**

2 messages

4914\_Roshini singh &lt;roshinisingh1002@gmail.com&gt;

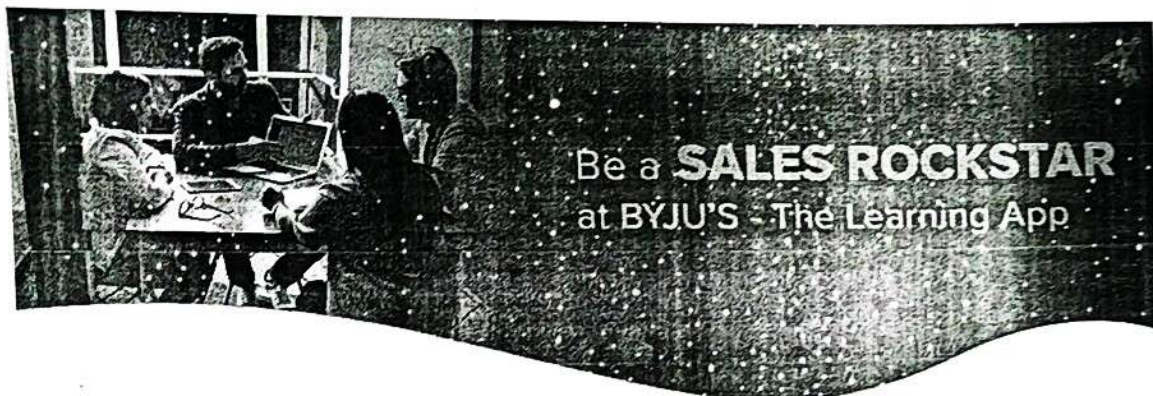
Mon, Jun 19, 2023 at 2:50 PM

To: "placement\_csjmu@csjmu.ac.in" &lt;placement\_csjmu@csjmu.ac.in&gt;

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

From: mahesh berwal &lt;mahesh.berwal@byjus.com&gt;

Date: Wed, 14 Jun, 2023, 2:51 pm



Dear Candidate,

We are delighted to inform you of your successful completion of Byju's workshop (sales grooming and development program).

The next step in your journey is to participate in an office tour followed by three weeks of on-the-job training. During this period, you will receive a weekly stipend of 2500/week. Additionally, upon joining, you will be provided with a one-time allowance of 2500, separate from the stipend.

Upon successful completion of the three weeks of on-the-job training, you will be offered the role of Business Development Associate (BDA). Initially, your salary for the first three months will be 16000, and starting from the fourth month, your annual package will be 7 LPA (4 LPA + 3 LPA (incentives)).

Furthermore, an additional amount of 18000 will be rewarded if and only if you achieve 2 valid sales and 6 valid conduction during the on-the-job training period (three weeks).

Before joining, it is mandatory to complete the office tour, as it is an essential part of the onboarding process along with completing the necessary documentation. Once the office tour is completed on Sunday, you will receive a separate email from the onboarding team detailing the onboarding process.

<https://mail.google.com/mail/u/0/?ik=e0f55bc2f9&view=pt&search=all&permthid=thread-f:1769123043265146605&dsqt=1&simpl=msg-f:17691230432>

Chhatrapati Shahu Ji Maharaj University Mail - Fwd: Byjus || Selection for Inside Sales Noida SSP Onboarding

**Date & Time of Office Tour : 11th June 2023 , 2.00 PM**

**Date & Time of Onboarding :** 13th June 2023 , 9.30 AM

**Mahesh Berwal**  
Recruitment Manager  
Email : mahesh.berwal@byjus.com



The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail

communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

Ref. Mar/26

### Offer Letter

Mr. Ayush pal,

We would like to offer you the post of "Client Relationship Executive" after your interview held with us and we would like you to join **Green Publication Services Pvt. Ltd.** on or before **01-04-2024** at mutually agreed terms and conditions.

You are requested to email copies of below mentioned documents at the time of joining:

1. Academics (+2) and professional qualification/training certificate.
2. One photograph.
3. Letter of relieving & Experience certificate, if any.
4. Cancel cheque or Passbook copy.
5. One copy of ID/Address Proof.

You will be on probation period for an initial **90 days**. Your annual CTC (Cost to company) will be **INR 3,00,000 (Three Lakhs)** out of which your **Retention Bonus is INR 24,000** which will credited after completion of one year. Your office timings will be from 10:00AM – 07:00 PM (Monday - Saturday) except third Saturday of every month is week-off.

- Your posting will be for **Client Relationship Executive**, but you are liable to be transferred to any other department or organization in existence or that may come in existence.
- You will be on probation for an initial period of **90 days** from the date of joining. If found necessary, the probation period may be extended or reduced at the sole discretion of management.
- During the probation period, your services can be terminated without assigning any reason and without any notice period.
- Your probation period completion will be informed in writing on satisfactory completion. Unless confirmed in writing, you will be deemed to be on probation even after the expiry of the probation period or extended period of probation.
- Employees should not discuss prices or make any formal or informal agreement, any trade secret, any strategic information, training material or contents related to the process or business operation with any competitor/third party regarding prices, discounts, business terms, or the market segments and channels in which the organization competes, where the purpose or result of such discussion or agreement would be inconsistent with applicable anti-trust laws.
- You will be bound by the service rules and office orders enforced in writing or verbally by the organization, in

*The document information is highly and strictly confidential with persons within or outside of the organization who are not authorized to have this information.*

Unit 29, Ground Floor, JMD Megapolis, Gurugram, Haryana  
yoganshi.mittal@gpubservice.in +91 9871178723

relation to the conduct, discipline, leave, holidays or any other matters relating to services and the same shall always be deemed to be part of terms and conditions of your employment.

- In addition to your normal duties, you may be required to do any job that may be assigned to you by the management from time to time and the management will be the sole judge in this respect.
- You will be responsible for safekeeping all the assets in good condition during your employment and return the same to the organization before quitting the employment agreement.
- If any time during your employment, you are found guilty of any misconduct or any willful breach or negligence of the terms of this appointment letter or the rules or redirection of duty or instructions given to you from time to time, the management may without any notice or payment in lieu of any notice, terminate your employment with the organization. Besides the above, you will also be liable for all the losses, damage, and cost to the management because of your willful negligence or breach.
- Unauthorized absence for a continuous period of three days and overstay after the expiry of sanctioned leave for a continuous period of two days would entail you to lose your lien on the employment and the same shall automatically come to an end without any notice or notice.
- You are liable to operate for all working days except Sundays. However, if management decides to work on those days also, you will be liable to operate on those days.
- In case you are charged with any act of misconduct, you may be suspended from services. During such suspension, you will not be entitled to any salary or any allowances.
- If any training is provided to you for your development related to your office duties, management will decide the period to be bound on you to complete the minimum service period for organization.
- The organization will deem to take the address mentioned above as your postal address for all communications. In case of any change, you are required to furnish the management the same.
- Employee must serve a 3 month notice period before leaving the organization.
- In the event an employee submits an instant resignation during the probation period, neither the payroll nor any other certificates will be provided under any circumstances.

**Apart from considering all the above policies, organization wants you to follow below mentioned ethical guidelines:**

- Violence and threatening behavior are not permitted. Employees must report to work in a condition to perform their duties, free from the influence of illegal drugs or alcohol.
- Organization provides equal opportunity in all aspects of employment and will not tolerate any illegal discrimination or harassment of any kind.
- Be honest, transparent, and accurate in pricing, marketing, and advertising.
- If you are ever unsure whether a conversation or agreement is okay, ask management for advice.
- Safeguard personal and business information from unauthorized access or disclosure. Report any known or suspected unauthorized access or disclosure immediately to management.
- Wise use of our resources and funds enables business objectives.

*The document information is highly and strictly confidential with persons within or outside of the organization who are not authorized to have this information.*

Unit 29, Ground Floor, JMD Megapolis, Gurugram, Haryana  
yoganshi.mittal@gpubservice.in +91 9871178723

- If you are aware of organizational property being misused, report it to your management.

Wish you good luck for your new beginnings & upcoming professional journey.

Salary Annexure

Particulars	Monthly (INR)	Annually (INR)
Basic	10,554	1,26,642
HRA	5,277	63,321
Special Allowance	5,277	63,321
<b>Gross Salary (Take Home)</b>	<b>21,107</b>	<b>2,53,284</b>
LWF	93	1116
<b>Total Compensation</b>	<b>21,200</b>	<b>2,54,400</b>
Retention Bonus	2,000	24,000
PF (Employer's Contribution)	1,800	21,600
<b>Total Fixed Cost to Company</b>	<b>25,000</b>	<b>3,00,000</b>

Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept.

(Signature, Name & Date)

The document information is highly and strictly confidential with persons within or outside of the organization who are not authorized to have this information.

Ref. Mar/26

**Offer Letter**

**Ms. Garima Gupta,**

We would like to offer you the post of "Client Relationship Executive" after your interview held with us and we would like you to join **Green Publication Services Pvt. Ltd.** on or before **01-04-2024** at mutually agreed terms and conditions.

You are requested to email copies of below mentioned documents at the time of joining:

1. Academics (+2) and professional qualification/training certificate.
2. One photograph.
3. Letter of relieving & Experience certificate, if any.
4. Cancel cheque or Passbook copy.
5. One copy of ID/Address Proof.

You will be on probation period for an initial **90 days**. Your annual CTC (Cost to company) will be **INR 3,00,000 (Three Lakhs)** out of which your **Retention Bonus** is **INR 24,000** which will credited after completion of one year. Your office timings will be from 10:00AM – 07:00 PM (Monday - Saturday) except third Saturday of every month is week-off.

- Your posting will be for **Client Relationship Executive**, but you are liable to be transferred to any other department or organization in existence or that may come in existence.
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- Employees should not discuss prices or make any formal or informal agreement, any trade secret, any strategic information, training material or contents related to the process or business operation with any competitor/third party regarding prices, discounts, business terms, or the market segments and channels in which the organization competes, where the purpose or result of such discussion or agreement would be inconsistent with applicable anti-trust laws.
- You will be bound by the service rules and office orders enforced in writing or verbally by the organization, in

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- If any time during your employment, you are found guilty of any misconduct or any willful breach or negligence of the terms of this appointment letter or the rules or redirection of duty or instructions given to you from time to time, the management may without any notice or payment in lieu of any notice, terminate your employment with the organization. Besides the above, you will also be liable for all the losses, damage, and cost to the management because of your willful negligence or breach.
- Unauthorized absence for a continuous period of three days and overstay after the expiry of sanctioned leave for a continuous period of two days would entail you to lose your lien on the employment and the same shall automatically come to an end without any notice or notice.
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**Apart from considering all the above policies, organization wants you to follow below mentioned ethical guidelines:**

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#### Salary Annexure

Particulars	Monthly (INR)	Annually (INR)
Basic	10,554	1,26,642
HRA	5,277	63,321
Special Allowance	5,277	63,321
<b>Gross Salary (Take Home)</b>	<b>21,107</b>	<b>2,53,284</b>
LWF	93	1116
<b>Total Compensation</b>	<b>21,200</b>	<b>2,54,400</b>
Retention Bonus	2,000	24,000
PF (Employer's Contribution)	1,800	21,600
<b>Total Fixed Cost to Company</b>	<b>25,000</b>	<b>3,00,000</b>

#### Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept.

(Signature, Name & Date)

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Ref. Mar/26

Offer Letter

Ms. Khushi Verma,

We would like to offer you the post of "Client Relationship Executive" after your interview held with us and we would like you to join **Green Publication Services Pvt. Ltd.** on or before **01-04-2024** at mutually agreed terms and conditions.

You are requested to email copies of below mentioned documents at the time of joining:

1. Academics (+2) and professional qualification/training certificate.
2. One photograph.
3. Letter of relieving & Experience certificate, if any.
4. Cancel cheque or Passbook copy.
5. One copy of ID/Address Proof.

You will be on probation period for an initial **90 days**. Your annual CTC (Cost to company) will be **INR 3,00,000 (Three Lakhs)** out of which your **Retention Bonus** is **INR 24,000** which will be credited after completion of one year. Your office timings will be from 10:00AM – 07:00 PM (Monday - Saturday) except third Saturday of every month is week-off.

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Ref. Mar/26

### Offer Letter

Mr. Shubh Tripathi,

We would like to offer you the post of "Client Relationship Executive" after your interview held with us and we would like you to join **Green Publication Services Pvt. Ltd.** on or before **01-04-2024** at mutually agreed terms and conditions.

You are requested to email copies of below mentioned documents at the time of joining:

1. Academics (+2) and professional qualification/training certificate.
2. One photograph.
3. Letter of relieving & Experience certificate, if any.
4. Cancel cheque or Passbook copy.
5. One copy of ID/Address Proof.

You will be on probation period for an initial **90 days**. Your annual CTC (Cost to company) will be **INR 3,00,000 (Three Lakhs) out of which your Retention Bonus is INR 24,000** which will credited after completion of one year. Your office timings will be from 10:00AM – 07:00 PM (Monday - Saturday) except third Saturday of every month is week-off.

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Ref. Mar/26

Offer Letter

**Ms. Prachi Kashyap,**

We would like to offer you the post of "Client Relationship Executive" after your interview held with us and we would like you to join **Green Publication Services Pvt. Ltd.** on or before **01-04-2024** at mutually agreed terms and conditions.

You are requested to email copies of below mentioned documents at the time of joining:

1. Academics (+2) and professional qualification/training certificate.
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Ref. Mar/26

### Offer Letter

Ms. Samriddhi Shukla,

We would like to offer you the post of "Client Relationship Executive" after your interview held with us and we would like you to join **Green Publication Services Pvt. Ltd.** on or before **01-04-2024** at mutually agreed terms and conditions.

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LWF	93	1116
<b>Total Compensation</b>	<b>21,200</b>	<b>2,54,400</b>
Retention Bonus	2,000	24,000
PF (Employer's Contribution)	1,800	21,600
<b>Total Fixed Cost to Company</b>	<b>25,000</b>	<b>3,00,000</b>

### Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept.

(Signature, Name & Date)

*The document information is highly and strictly confidential with persons within or outside of the organization who are not authorized to have this information.*

Ref. Mar/26

Offer Letter

Ms. Diksha Gautam,

We would like to offer you the post of "Client Relationship Executive" after your interview held with us and we would like you to join **Green Publication Services Pvt. Ltd.** on or before **01-04-2024** at mutually agreed terms and conditions.

You are requested to email copies of below mentioned documents at the time of joining:

1. Academics (+2) and professional qualification/training certificate.
2. One photograph.
3. Letter of relieving & Experience certificate, if any.
4. Cancel cheque or Passbook copy.
5. One copy of ID/Address Proof.

You will be on probation period for an initial **90 days**. Your annual CTC (Cost to company) will be **INR 3,00,000 (Three Lakhs) out of which your Retention Bonus is INR 24,000** which will credited after completion of one year. Your office timings will be from 10:00AM – 07:00 PM (Monday - Saturday) except third Saturday of every month is week-off.

- Your posting will be for **Client Relationship Executive**, but you are liable to be transferred to any other department or organization in existence or that may come in existence.
- You will be on probation for an initial period of **90 days** from the date of joining. If found necessary, the probation period may be extended or reduced at the sole discretion of management.
- During the probation period, your services can be terminated without assigning any reason and without any notice period.
- Your probation period completion will be informed in writing on satisfactory completion. Unless confirmed in writing, you will be deemed to be on probation even after the expiry of the probation period or extended period of probation.
- Employees should not discuss prices or make any formal or informal agreement, any trade secret, any strategic information, training material or contents related to the process or business operation with any competitor/third party regarding prices, discounts, business terms, or the market segments and channels in which the organization competes, where the purpose or result of such discussion or agreement would be inconsistent with applicable anti-trust laws.
- You will be bound by the service rules and office orders enforced in writing or verbally by the organization, in

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Unit 29, Ground Floor, JMD Megapolis, Gurugram, Haryana  
yoganshi.mittal@gpubservice.in +91 9871178723

relation to the conduct, discipline, leave, holidays or any other matters relating to services and the same shall always be deemed to be part of terms and conditions of your employment.

- In addition to your normal duties, you may be required to do any job that may be assigned to you by the management from time to time and the management will be the sole judge in this respect.
- You will be responsible for safekeeping all the assets in good condition during your employment and return the same to the organization before quitting the employment agreement.
- If any time during your employment, you are found guilty of any misconduct or any willful breach or negligence of the terms of this appointment letter or the rules or redirection of duty or instructions given to you from time to time, the management may without any notice or payment in lieu of any notice, terminate your employment with the organization. Besides the above, you will also be liable for all the losses, damage, and cost to the management because of your willful negligence or breach.
- Unauthorized absence for a continuous period of three days and overstay after the expiry of sanctioned leave for a continuous period of two days would entail you to lose your lien on the employment and the same shall automatically come to an end without any notice or notice.
- You are liable to operate for all working days except Sundays. However, if management decides to work on those days also, you will be liable to operate on those days.
- In case you are charged with any act of misconduct, you may be suspended from services. During such suspension, you will not be entitled to any salary or any allowances.
- If any training is provided to you for your development related to your office duties, management will decide the period to be bound on you to complete the minimum service period for organization.
- The organization will deem to take the address mentioned above as your postal address for all communications. In case of any change, you are required to furnish the management the same.
- Employee must serve a 3 month notice period before leaving the organization.
- In the event an employee submits an instant resignation during the probation period, neither the payroll nor any other certificates will be provided under any circumstances.

**Apart from considering all the above policies, organization wants you to follow below mentioned ethical guidelines:**

- Violence and threatening behavior are not permitted. Employees must report to work in a condition to perform their duties, free from the influence of illegal drugs or alcohol.
- Organization provides equal opportunity in all aspects of employment and will not tolerate any illegal discrimination or harassment of any kind.
- Be honest, transparent, and accurate in pricing, marketing, and advertising.
- If you are ever unsure whether a conversation or agreement is okay, ask management for advice.
- Safeguard personal and business information from unauthorized access or disclosure. Report any known or suspected unauthorized access or disclosure immediately to management.
- Wise use of our resources and funds enables business objectives.

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Unit 29, Ground Floor, JMD Megapolis, Gurugram, Haryana  
yoganshi.mittal@gpubservice.in +91 9871178723

- If you are aware of organizational property being misused, report it to your management.

Wish you good luck for your new beginnings & upcoming professional journey.

### Salary Annexure

Particulars	Monthly (INR)	Annually (INR)
Basic	10,554	1,26,642
HRA	5,277	63,321
Special Allowance	5,277	63,321
<b>Gross Salary (Take Home)</b>	<b>21,107</b>	<b>2,53,284</b>
LWF	93	1116
<b>Total Compensation</b>	<b>21,200</b>	<b>2,54,400</b>
Retention Bonus	2,000	24,000
PF (Employer's Contribution)	1,800	21,600
<b>Total Fixed Cost to Company</b>	<b>25,000</b>	<b>3,00,000</b>

### Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please indicate your understanding and acceptance of the above terms and conditions by signing in the space provided below.

I accept.

(Signature, Name & Date)

*The document information is highly and strictly confidential with persons within or outside of the organization who are not authorized to have this information.*



Date: 3/22/2024

Ms. Anshika Yadav  
32A Sanigawan road  
Kanpur Nagar  
Uttar Pradesh 208021

Dear Anshika,

We are delighted to extend this offer of employment for the position of Business Development Associate with EduGorilla Community Pvt. Ltd. Your reporting manager is Ms. Priyanshi Singh and your date of joining is 3/26/2024.

This is a full-time position and you need to attend office daily, except holidays. Your CTC will be Rs.2,52,000/- per annum (Rs.15000/- per month (Fixed) & Rs.6000/- (Variable, applicable after completion of the target of Rs.1,25,000/- excluding GST). Your appointment will be confirmed only after successful completion of 15 working days sales training module. If any employee leaves the company within 30 working days of his/her DOJ, then the company will not be liable to pay any salary to him/her.

In addition, your compensation package can include the following (these details are for information purposes and are subject to policy, change or applicability in your category) options:

- Eligibility to participate in the incentive program in your category, subject to the terms and conditions specified in the incentive plan.
- An option for ESOP, subject to approval by the Board of Directors and the terms of the company's stock option plan.
- Individual health insurance coverage of Rs. 2 lac, subject to policy.
- Eligibility for company-paid holidays.

This job offer is contingent upon the following:

1. Completion of a satisfactory background check.
2. Satisfactory reference checks.
3. Execution of an employment/non-compete/confidentiality agreement.

On your first day, you will be given an orientation by Human Resources. This orientation will include completing employment forms, explaining HR policies and introduction to management. Please bring appropriate documents for the completion of your on-boarding. Failure to provide appropriate documents within seven days of joining will result in immediate termination of employment in accordance with the terms of employment agreement.

**EduGorilla Community  
Private Limited**

Registered Office : 5/142, Awas Vikas Colony, Near - Indian Oil  
Farrukhabad, (U.P.) - 209625

Corporate Office : 12/651, Jama Masjid Road, Opp. Arvindo Parl  
Munshi Pulia, Indira Nagar, Lucknow, (U.P.) - 226016



**EDUGORILLA**  
Your Guide To Success

CIN : U74999UP2016PTC088614

Start-Up Reg. No. : DIPP9544

MSME Reg. No. : UDYAM-UP-50-0016119

✉ hello@edugorilla.com

☎ +91-6393216806

🌐 www.edugorilla.com

Please indicate your acceptance of our offer by signing below and returning one copy of the letter, with your original signature.

We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,

Shyam Ji Gupta  
HR Manager

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with EduGorilla is considered at will, meaning that either the company or I may terminate this employment relationship at any time with notice.

Date:

Signature:

\*Dates are in MM/DD/YYYY format.

**EduGorilla Community  
Private Limited**

Registered Office : 5/142, Awas Vikas Colony, Near - Indian Oil Color  
Farrukhabad, (U.P.) - 209625

Corporate Office : 12/651, Jama Masjid Road, Opp. Arvindo Park,  
Munshi Pulia, Indira Nagar, Lucknow, (U.P.) - 226016

OL No: WSINT1162

OFFER LETTER

08/11/2023

Dear Harshit,

We are pleased to offer you the position of **Business Development Associate** at **WAYSPIRE ED-TECH PVT LTD**, for : 4-6 Months which can be extended "at will basis". Please find the following confirmation of your Probation:

**Title : Business Development Associate**

**Date of Joining: 26<sup>th</sup> December 2023**

**Location: GURUGRAM, HARYANA**

**Job will start post 7 days mandatory training**

**Compensation: (Subject to statutory deductions)**

**Stipend: : INR 18,000 + INR 7,000(Incentives)**

**Target : INR 1,50,000 per month**

**Training period: 7 days (unpaid)**

**Salary cycle: 21st to 20th of next month**

Salary will be credited on 5th of the upcoming month

**Post Probation**

**Post Probation CTC : 4.5 LPA to 7 LPA (Based on performance) + Incentives\***

Your individual remuneration is strictly between you and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential

You will not be eligible for any paid salary structure if you do not complete 45 days of your working period in the organization in total.

You are required to do **WORK FROM OFFICE**

**Working Hours: 11:00 AM to 8:00 PM (Inc. 1 Hour Lunch Break)**

**Working Days: 6 days a Week (Sat and Sun mandatory working)**

+91 8130927999

contact@wayspire.in

www.wayspire.in

**Corporate Office- 225, Udyog Vihar Phase - IV, Sector - 18, Gurugram, HR, IND - 122001**

OL No: WSINT1175

OFFER LETTER

08/11/2023

Dear Anamika,

We are pleased to offer you the position of **Business Development Associate** at **WAYSPIRE ED-TECH PVT LTD**, for : 4-6 Months which can be extended "at will basis". Please find the following confirmation of your Probation:

**Title : Business Development Associate**

**Date of Joining: 26<sup>th</sup> December 2023**

**Location: GURUGRAM, HARYANA**

**Job will start post 7 days mandatory training**

**Compensation: (Subject to statutory deductions)**

**Stipend: : INR 18,000 + INR 7,000(Incentives)**

**Target : INR 1,50,000 per month**

**Training period: 7 days (unpaid)**

**Salary cycle: 21st to 20th of next month**

Salary will be credited on 5th of the upcoming month

**Post Probation**

**Post Probation CTC : 4.5 LPA to 7 LPA (Based on performance) + Incentives\***

Your individual remuneration is strictly between you and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential

You will not be eligible for any paid salary structure if you do not complete 45 days of your working period in the organization in total.

You are required to do **WORK FROM OFFICE**

Working Hours: **11:00 AM to 8:00 PM** (Inc. 1 Hour Lunch Break)

Working Days: **6 days a Week (Sat and Sun mandatory working)**

+91 8130927999

contact@wayspire.in

www.wayspire.in

Corporate Office- 225, Udyog Vihar Phase - IV, Sector - 18, Gurugram, HR, IND - 122001

OL No: WSINT1163

OFFER LETTER

08/11/2023

Dear Priyanka,

We are pleased to offer you the position of **Business Development Associate** at **WAYSPIRE ED-TECH PVT LTD**, for : 4-6 Months which can be extended "at will basis". Please find the following confirmation of your Probation:

**Title : Business Development Associate**

**Date of Joining: 26<sup>th</sup> December 2023**

**Location: GURUGRAM, HARYANA**

**Job will start post 7 days mandatory training**

**Compensation: (Subject to statutory deductions)**

**Stipend: : INR 18,000 + INR 7,000(Incentives)**

**Target : INR 1,50,000 per month**

**Training period: 7 days (unpaid)**

**Salary cycle: 21st to 20th of next month**

**Salary will be credited on 5th of the upcoming month**

**Post Probation**

**Post Probation CTC : 4.5 LPA to 7 LPA (Based on performance) + Incentives\***

Your individual remuneration is strictly between you and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential

You will not be eligible for any paid salary structure if you do not complete 45 days of your working period in the organization in total.

You are required to do **WORK FROM OFFICE**

**Working Hours: 11:00 AM to 8:00 PM (Inc. 1 Hour Lunch Break)**

**Working Days: 6 days a Week (Sat and Sun mandatory working)**

+91 8130927999

contact@wayspire.in

www.wayspire.in

Corporate Office- 225, Udyog Vihar Phase - IV, Sector - 18, Gurugram, HR, IND - 122001

## Offer Letter

Date: 31<sup>st</sup> October 2023

Name: Pushpendra Singh

Address : HRADYPUR GOKUL POST- NIGOHA KANPUR DEHAT 209204

**Congratulations!!!**

Dear Pushpendra Singh,

On behalf of Nutrikosh India Private Limited (**Nkosh**), we are very pleased to inform you about your selection and confirmation as **Business Development Executive**. All the terms and conditions with other benefits are attached on the attached appointment letter Annexure A.

We wish you very best and welcome you on the behalf of entire Nkosh team. At Nkosh we believe in five P's of life -**Patience, Persistence, Perseverance, Passion, and Purpose** and consider them as our foundation to achieve our goals. We believe that you would play a significant role in achieving the goals and aligning yourself as per the company's vision, mission and foundations.

We look forward to you joining us. We welcome you to our company and wish you a long and successful career with us.

**Best Wishes**

**Yours sincerely,**



**Ashutosh Tiwari**  
CEO || Nkosh  
For Nutrikosh India Pvt. Ltd.

**NUTRIKOSH INDIA PRIVATE LIMITED**

CIN: U01100UP2021PTC147207

Registered Office: H.No 16, Amritpuram, Kanpur, Uttar Pradesh- 208011

Contact No : +91-7510001507 | Email: info@nkosh.in | Website: www.nkosh.in

## ANNEXURE A

**DATE OF APPOINTMENT**

Your appointment will be effective on your date of joining, which shall be as soon as possible but no later than **20<sup>th</sup> November 2023**. Please contact us immediately if you require an alternative joining date. In the event of you failing to join us on or before **20<sup>th</sup> November, 2023** this offer for appointment will stand automatically withdrawn/ cancelled without any further obligation from our side.

**RENUMERATION**

Subject to the following provisions of this Agreement, during employment Period, the employee shall be compensated for his services as follows:

**Training Period (4 months)** and your stipend will be constituting **Rs 5,000 PM** and **after successful training completion and company's internal evaluation criteria you will be offer permanent employment**. The remuneration is subject to such increases from time to time, as determined by the Employer Company. Such payments shall be subject to such normal statutory and tax deductions by the Employer Company.

**WORKING HOURS**

Your working hours will be flexible and depends on the tasks assigned to you on weekly basis, 6 days a week (Monday to Saturday). At times, you may be required to work irregular hours, including Saturday and Sunday.

**LEAVES/HOLIDAYS**

Employees will be entitled for leaves of such duration, in accordance with the Company's internal leave policy.

**GENERAL**

General holidays will be declared at the beginning of the calendar year and are a benefit for all full-time employees.

**RESIGNATION/TERMINATION**

The Company shall be at liberty at any time by notice in writing summarily terminating the service of the intern if:-

- a) she/he is guilty of misconduct;
- b) she/he is negligent in the discharge of her/his duties; or
- c) being absent or being unable to perform her/his duties and alleging ill-health as the cause thereof, she/he shall refuse to practitioner nominated by the company to examine her/him or shall fail to give to such medical practitioner the information necessary to report upon her/his state of health.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belongs to the company.

To avoid any doubt, it is hereby declared that the property and all such documents used in the

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course of your work belong to the company.

#### **NOTICE OF TERMINATION**

This appointment may be terminated by either party giving to the other party by notice in writing or by paying remuneration in lieu thereof.

- During Probation: 15 days
- After Confirmation: 2 Months

We reserve the right to terminate your service at any time without notice should you be guilty of misdemeanor, misconduct, negligence or any breach of the terms and conditions of this agreement and your performance. After accepting this offer letter you will be in a review period of 60 days and after completion of which company may decide upon your association with us as per your performance and company's internal evaluation criteria.

#### **INTELLECTUAL PROPERTY OF OTHER EMPLOYER (S)**

We have extended this offer to you based upon your general knowledge, background, experience and skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of employment with us, you agree not to disclose or use confidential or proprietary information or any trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

#### **ASSIGNMENT OF INTELLECTUAL PROPERTY**

During your employment with us, you will, without additional compensation, promptly disclose and, to the full extent allowed by law, shall hereby assign to us, all rights to which you may be entitled with respect to patents, trade secrets, copyrights, trademarks, designs, processes, methods, improvements, ideas, copyrightable works, and other intellectual property.

#### **CONFIDENTIALITY**

All employees shall maintain total confidentiality of all processes and know - how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, all business-related information / documents / files etc. to which you have access to directly or indirectly.

#### **CORPORATE ETHICS**

Each employee will help us abide by all laws applicable to our business including copyrights, trademarks, privacy.

#### **CONFLICT OF INTEREST**

As a whole-time employee you shall not engage in any outside work, in any capacity, for remuneration or not, over and above the legitimate work with us on duty days, on holidays or when on leave without obtaining the management's prior permission in writing.

#### **OTHER INFORMATION**

The employee shall provide us his / her address of communication and any communication sent at such address shall be deemed to have been properly sent by us and received by the employee.

### **NUTRIKOSH INDIA PRIVATE LIMITED**

CIN: U01100UP2021PTC147207

Registered Office: H.No 16, Amritpuram, Kanpur, Uttar Pradesh- 208011

Contact No : +91-7510001507 | Email: info@nkosh.in | Website: www.nkosh.in

Any change in residential address should be intimated to us within one week of such change. All employees are responsible for their personal income tax.

By accepting this offer, you agree that you will follow all of the Company's policies that apply to employees.

This letter constitutes the complete understanding between you and the Company regarding your employment and supersedes all prior discussions or agreements. This letter may only be modified by a written agreement signed by both of us. I hope that your employment with the Company will be successful and rewarding.

Please indicate your acceptance of this offer by signing below and returning it to us.

Yours sincerely,



Ashutosh Tiwari  
CEO || Nkosh  
For Nutrikosh India Pvt. Ltd.

I agree to the appointment and accept the above terms and conditions of service.

Signature: .....

Name: Pushpendra Singh

Date: .....

**NUTRIKOSH INDIA PRIVATE LIMITED**

CIN: U01100UP2021PTC147207

Registered Office: H.No 16, Amritpuram, Kanpur, Uttar Pradesh- 208011

Contact No : +91-7510001507 | Email: info@nkosh.in | Website: www.nkosh.in

**JOINING TIME DOCUMENT**  
**CHECKLIST**

The following checklist indicates the documents that you have to submit at the time of joining Nkosh. Originals & **scanned photocopies** of the following documents should be produced on the date of joining for verification and will be returned, without which joining formalities will be deferred. Any concerns on this, please inform the concerned recruiter.

List of documents required for completion of joining formalities: -

1. Photocopy of the offer letter, duly signed. ☐
2. Copies of academic certificates (right from SSLC till the last degree along with Mark sheets). ☐
3. Two passport size photographs. ☐
4. The following documents from all the previous employment. ☐
  - ✓ Relieving letter ☐
  - ✓ Service letter ☐
  - ✓ Salary certificate ☐
5. Copy of Form 16 / Form 12B ☐
6. Copy of PAN Card ☐
7. Permanent address proof- for which you may provide a copy of any one of the below only
  - ✓ Driver license ☐
  - ✓ Passport ☐
  - ✓ Aadhar Card ☐
  - ✓ Voters id card ☐

Originals of the above documents are required to be shown for verification.

**NUTRIKOSH INDIA PRIVATE LIMITED**

CIN: U01100UP2021PTC147207

Registered Office: H.No 16, Amritpuram, Kanpur, Uttar Pradesh- 208011

Contact No : +91-7510001507 | Email: info@nkosh.in | Website: www.nkosh.in



**Fwd: Shantanu Ajatshartu: Letter Of Intent From K2 Technologies**

1 message

hr@k2technologies.co <hr@k2technologies.co>  
To: placement\_csjmu@csjmu.ac.in

Thu, Dec 7, 2023 at 12:08 PM

----- Original Message -----

**Subject:**Shantanu Ajatshartu: Letter Of Intent From K2 Technologies  
**Date:**2023-12-01 19:16  
**From:**hr@k2technologies.co  
**To:**shantanu25092004@gmail.com

Hi Shantanu ,

Trust you are doing well,

**Congratulations!!!**

Your profile has been selected with K2 technologies.

As per our discussion, We wish to offer you a Business Development Associate position in the Sales Department with K2 technologies, which has its corporate office at 127 LIG Ratan Lal Nagar Kanpur.

**Position Details:**

**A. Designation:** Business Development Associate

**B. Department:** Sales

**C. Reporting Manager:** Mr. Rakesh Singh

**D. Work Mode:** Work from Office

**E. Compensation:** INR 15,000 per month .

**F. Reporting Date & Time:** 4th December 2023 at 7:30 PM (IST)

**G. Reporting Address:** 127 LIG Ratan Lal Nagar Kanpur

**H. Offer validity:** 7 days from today.

**Leave Policy-** During the 6-month probationary period, employees are eligible for 1 paid leave day per month, for a total of 6 paid leaves. This policy applies until the employee's probation is confirmed and they become a permanent member of the team.

Kindly forward the soft copy of the below-mentioned documents at the earliest so that we can proceed with the offer letter formalities:

**Documents Required:**

- 1) Last Company's three months' pay slip / Appointment Letter (if applicable)
- 2) Salary revision letter (if applicable or available)
- 3) Educational Credentials (Final Degree)
- 4) PAN & Aadhar Card photos (Front and back on both sides)
- 5) Passport size photo
- 6) Last Company Experience Letter (if applicable or available)
- 7) Bank A/c Details (Mandatory- Type/Text Format )  
Bank Name-  
Branch Name-  
Bank A/c-  
A/c Holder Name-  
IFSC Code-

UPI ID-

8) Alternate Contact No. with Name from your family (In case of emergency we can reach out)

9) Current Address & Permanent Address (Type/Type Format)

10) Doctors signed consent letter along with Blood group (Mandatory)

Note- In case of any special medical issues, inform prior to the HR team personally or over this mail.

Please accept this letter

Let me know if you have any questions.

Kind Regards,

Pragya- 6390254197

HR Department

K2 Technologies



## K2 Technologies

127 LIG, Ratan Lal Nagar, Kanpur, UP- 208022  
D-41, C Block, Sector 59, Noida U.P – 203207

info@k2technologies.co

+91-7309754966

Strictly Confidential

### Offer Letter

Date: November 28th, 2023

Village & post: c314 gujaini udyog nagar kanpur 208022

Dear Sanskar ,  
EID: K2T212

We are pleased to appoint you for the position of "Human Resource Associate" with K2 Technologies, having its corporate office  
127 LIG Ratan Lal Nagar Kanpur.

Joining Date: october 16th, 2023

#### Profile Synopsis:

Designation: Human Resource Associate

Compensation: INR 16,000 per month

Mode of work: Work from office

Timing: 5 Days working from Monday to Friday, 11:00 AM (IST)

Reporting Manager: Mansi Shukla

Assets provided: NA

Leaves: There are 3 types of available as mentioned below (After Probation):

	Monthly	Annually
Casual	1	12
Sick	0.5	6
Earned	0.5	6
Total	2	24



## K2 Technologies

127 LIG, Ratan Lal Nagar, Kanpur, UP- 208022

D-41, C Block, Sector 59, Noida U.P – 203207

info@k2technologies.co

+91-7309754966

### U. List of Holidays:

Holidays	Date	Day	Mandatory/ Optional
New Year's Day	01 January 2023	Sunday	Mandatory
Republic Day (India)	26 January 2023	Thursday	Optional
Holi	08 March 2023	Wednesday	Mandatory
Eid al-Fitr	22 April 2023	Saturday	Mandatory
Independence Day (US)	04 July 2023	Tuesday	Mandatory
Eid al-Adha	29 June 2023	Thursday	Mandatory
Independence Day (India)	15 August 2023	Tuesday	Optional
Gandhi Jayanti	02 October 2023	Monday	Optional
Diwali/Deepavali	12 November 2023	Sunday	Mandatory
Thanksgiving Day	23 November 2023	Thursday	Mandatory
Black Friday	24 November 2023	Friday	Mandatory
Christmas Eve	24 December 2023	Sunday	Mandatory
Christmas Day	25 December 2023	Monday	Mandatory
New Year's Eve	31 December 2023	Sunday	Mandatory

**Deployment:** The title, roles, and responsibilities may, however, be varied from time to time as you may be evaluated and considered appropriate by the Company.

**Probation/Confirmation:** You will be on a probation period for the first Six (6) months from the date of joining. On completion the probation period, you are deemed to be confirmed unless otherwise communicated to you. During the probation period, your services can be terminated with fifteen days' notice on either side and without any reason whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated with one (1) a month notice period.

# K2 Technologies

127 LIG, Ratan Lal Nagar, Kanpur, UP- 208022  
D-41, C Block, Sector 59, Noida U.P – 203207

info@k2technologies.co  
+91-7309754966



Yours Truly

for K2Technologies

*Pradeep Sharma*

Pradeep Sharma

Accepted:

\_\_\_\_\_



## K2 Technologies

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Strictly Confidential

### Offer Letter

Date: December 7th, 2023

Village & post: LIG- 84, Barra- 7, Kanpur Permanent Address: 122/186, Sarojini Nagar, Kanpur

Dear Shantanu ,  
EID: K2T236

We are pleased to appoint you for the position of "Business Development Associate" with K2 Technologies, having its corporate office at 127 LIG Ratan Lal Nagar Kanpur.

Joining Date: 4th December, 2023

#### Profile Synopsis:

- A. Designation: Business Development Associate
- B. Compensation: 3 Lakhs Per Annum (3LPA).
- C. Mode of work: Work from office
- D. Timing: 5 Days working from Monday to Friday, 7:30 PM (IST)
- E. Reporting Manager: Rakesh Singh
- F. Assets provided: NA
- G. Leaves: There are 3 types of available as mentioned below (After Probation):

	Monthly	Annually
Casual	1	12
Sick	0.5	6
Earned	0.5	6
Total	2	24



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### List of Holidays:

Holidays	Date	Day	Mandatory/ Optional
New Year's Day	01 January 2023	Sunday	Mandatory
Republic Day (India)	26 January 2023	Thursday	Optional
Holi	08 March 2023	Wednesday	Mandatory
Eid al-Fitr	22 April 2023	Saturday	Mandatory
Independence Day (US)	04 July 2023	Tuesday	Mandatory
Eid al-Adha	29 June 2023	Thursday	Mandatory
Independence Day (India)	15 August 2023	Tuesday	Optional
Gandhi Jayanti	02 October 2023	Monday	Optional
Diwali/Deepavali	12 November 2023	Sunday	Mandatory
Thanksgiving Day	23 November 2023	Thursday	Mandatory
Black Friday	24 November 2023	Friday	Mandatory
Christmas Eve	24 December 2023	Sunday	Mandatory
Christmas Day	25 December 2023	Monday	Mandatory
New Year's Eve	31 December 2023	Sunday	Mandatory

**Deployment:** The title, roles, and responsibilities may, however, be varied from time to time as you may be evaluated and considered appropriate by the Company.

**Probation/Confirmation:** You will be on a probation period for the first Six (6) months from the date of joining. On completion of the probation period, you are deemed to be confirmed unless otherwise communicated to you. During the probation period, your services can be terminated with fifteen days' notice on either side and without any reason whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated with one (1) a month notice period.



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Yours Truly

For K2Technologies

Pradeep Sharma

Accepted:

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## K2 Technologies

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Strictly Confidential

### Offer Letter

Date: December 27th, 2023

Village & post: Pure garwar kamrauli, amethi

Dear Moh.Rashid ,  
ID: K2T235

We are pleased to appoint you for the position of "Business Development Associate" with K2 Technologies, having its corporate office at 127 LIG Ratan Lal Nagar Kanpur.

Joining Date: 11th December, 2023

#### Profile Synopsis:

Designation: Business Development Associate

Compensation: 3 Lakhs Per Annum (3LPA).

Note:- with an additional you will be eligible for a retention bonus of INR 1,000 per month, provided you meet the terms and conditions outlined in our retention bonus policy. The retention bonus will be awarded every 12 months.

Mode of work: Work from Office

Timing: 5 Days working from Monday to Friday, 7:30 PM (IST)

Reporting Manager: Mr. Rakesh Singh

Assets provided: NA

Leaves: There are 3 types of available as mentioned below (After Probation):

	Monthly	Annually
Casual	1	12
Sick	0.5	6
Earned	0.5	6
Total	2	24



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### 4. List of Holidays:

Holidays	Date	Day	Mandatory/ Optional
New Year's Day	01 January 2024	Monday	Mandatory
Republic Day (India)	26 January 2024	Friday	Optional
Holi	25 March 2024	Monday	Mandatory
Eid al-Fitr	11 April 2024	Thursday	Mandatory
Independence Day (US)	04 July 2024	Thursday	Mandatory
Eid al-Adha	17 June 2024	Monday	Mandatory
Independence Day (India)	15 August 2024	Thursday	Optional
Gandhi Jayanti	02 October 2024	Wednesday	Optional
Diwali/Deepavali	01 November 2024	Friday	Mandatory
Thanksgiving Day	23 November 2024	Saturday	Mandatory
Black Friday	24 November 2024	Sunday	Mandatory
Christmas Eve	24 December 2024	Tuesday	Mandatory
Christmas Day	25 December 2024	Wednesday	Mandatory
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Yours Truly

For K2Technologies

A handwritten signature in dark ink, appearing to read 'Pradeep Sharma', is written over a faint horizontal line.

Pradeep Sharma

Accepted:

---



## K2 Technologies

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Strictly Confidential

### Offer Letter

Date: December 12th, 2023

Village & post: GALI NO. 2 GAYATRI PURAM, KALIANPUR (KANPUR), 208017

Dear Prateek ,  
EID: K2T237

We are pleased to appoint you for the position of "Business Development Associate" with K2 Technologies, having its corporate office at 127 LIG Ratan Lal Nagar Kanpur.

Joining Date: 11th December, 2023

#### Profile Synopsis:

- 1. Designation: Business Development Associate
- 2. Compensation: 3 Lakhs Per Annum (3LPA).
- 3. Mode of work: Work from office
- 4. Timing: 5 Days working from Monday to Friday, 7:30 PM (IST)
- 5. Reporting Manager: Rakesh Singh
- 6. Assets provided: NA
- 7. Leaves: There are 3 types of available as mentioned below (After Probation):

	Monthly	Annually
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Sick	0.5	6
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### iv. List of Holidays:

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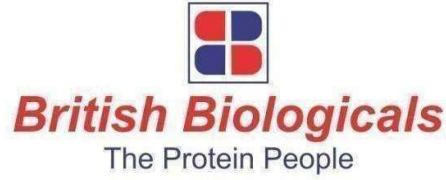
Yours Truly

for K2Technologies

Pradeep Sharma

Accepted:

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BB/HR/MT/2024/001336/OL

Date: 21/06/2024

Anjali Shukla  
A-126, Awas Vikas Colony Unnao  
U.P: 209801  
Ph. No: 7985717303  
Email: [shivbeena05@gmail.com](mailto:shivbeena05@gmail.com)

Dear Anjali,

**Subject: - Offer Letter**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of “Dietician” at **HQ – Kanpur**.

**The details of your Annual Gross salary will be mentioned in your Appointment Letter.**

You will be on probation for a period of Six Months.

You are requested to submit the below KYC documents at the time of joining.

- All experience and education certificates
- Address proof (PAN card/Aadhaar card/ Passport/Driving license)
- 4 Passport size photographs.
- Universal Account Number (UAN) under “The Employees Provident Funds and Miscellaneous Provisions Act, 1952”.
- ESI Number Under “Employees State Insurance Act, 1948” from the previous employer if applicable.
- Medical Fitness Certificate.

Your letter of appointment incorporating details of remuneration, and other terms and conditions of employment will be issued on joining the service of our Company. This Offer letter is based on the information furnished in your application and on satisfactory reference checks. If at any time, in the future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employer is liable to be terminated without notice.

At British Biologicals, we prioritize your growth and development, offering extensive learning opportunities both on the job and in classroom settings. As per the agreement made during your interview, should you decide to resign or leave before completing one year of continuous service, there will be a recovery of one month's gross salary or Rs. 40,000, whichever amount is higher.

Real Time Reporting is mandatory in the Reporting Portal in effect on the day of joining. The portal will block automatically for not adhering to it on a prompt basis which will be considered as absent from duty and lead to Loss of Pay accordingly.

You are hereby communicated to send us an acceptance of this offer letter on or before **June 22<sup>nd</sup> 2024**, you are supposed to join on or before **July 1<sup>st</sup> 2024**, or else this offer would be considered Void.

For **British Biologicals**

**Wilson S. Lobo**

**Associate Vice President – HR**

**I Accept**

**Name:**

**Signature:**



Date : .....

## APPOINTMENT LETTER

Date :- 15-06-2024

Name of the candidate :- Ms. APURWA DWIVEDI

Post :- NEUROPHYSIOTHERAPIST

This is in reference to your recent interview for the post of neuro-physiotherapist at our centre and we are pleased to inform you that we are offering you the said position effective from TODAY under the following terms and conditions –

1. Probationary period will be of 10 days, for which, the candidate is not entitled for any salary if he/she is not found suitable for the job.
2. Working hours will be from 9 am to 5 pm. Any change, if required, will be done with mutual consent.
3. Leave policy – Centre functions from Monday to Saturday. Salary will be deducted for any leave taken by the candidate.
4. Salary hike – Salary hike will be done once in a year and will depend upon the behaviour and performance of the candidate.
5. Notice period clause – 15 days' notice period from either side is mandatory if the employee desires to leave the job or the management decides to terminate the services of any employee at any point of time. Failing this, the employee will not be eligible for the salary of last 15 days work. If the management terminates the services of any employee on the ground of misconduct, the employee will be asked to stop working from immediate effect and will not be given the salary of last 15 days.
6. Any irresponsible, unethical and/or immoral act towards the patients, their attendants, fellow workers or management will be considered as "misconduct".

*Apurwedi*

Signature of the employee



## आदेश

राष्ट्रीय स्वास्थ्य मिशन के अन्तर्गत संविदा के आधार पर मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन, उ0प्र0, लखनऊ के पत्र संख्या-642/एस0पी0एम0यू0/एन0एच0एम0/एच0आर0/2023-24/लैब टेक्नीशियन/8287 दिनांक-25.01.2024 के क्रम में चयनित संविदा लैब टेक्नीशियन पन्द्रहवा वित्त आयोग कार्यक्रम के सम्बन्धित पद पर योगदान के क्रम में किये गये विभागीय अनुबन्ध/तैनाती दिनांक-20.02.2024 से 31.03.2024 तक कालम संख्या-5 पर अंकित जिला चिकित्सालय/सामु0/प्रा0स्वा0/नगरीय प्रा0स्वा0 केन्द्र पर की जाती है। इन्हे संविदा कार्य के अनुसार नियत मानदेय रु-24000/- (रु-चौबीस हजार मात्र) प्रतिमाह की दर से देय होगा, अथवा राज्य स्वास्थ्य समिति उ0प्र0 द्वारा समय-समय पर निर्गत आदेशों के अन्तर्गत स्वीकृत/संशोधित मानदेय दर के अनुसार भुगतान होगा। मानदेय भुगतान के पूर्व प्रतिमाह इनके कार्यों का मूल्यांकन इनके निर्धारित मूल्यांकन प्रारूप पर किया जायेगा कार्य कुशलता उपलब्धि गुणवत्ता तथा कौशल पर विशेष ध्यान दिया जायेगा। ज्ञात हो कि यह किसी प्रकार का नियुक्ति पत्र नहीं है यह संविदा पद पूर्णतः अस्थायी है। साथ ही किसी भी समय उच्च स्तर से प्राप्त निर्देशानुसार सम्बन्धित कर्मों की सेवायें/अनुबंध समाप्त कर दिया जायेगा। इनका नियत मानदेय इनके तैनाती स्थल पर योगदान की तिथि से नियन्त्रक अधिकारियों द्वारा प्रदान किया जायेगा, सम्बन्धित संविदा कर्मों को अनुबंध में निहित शर्तों के अनुरूप कार्य करना होगा।

क्र0 सं0	आफर लेटर पत्रांक	नाम	पिता/पति का नाम	(तैनाती स्थान) जिला चिकित्सालय/ब्लाक सामु0/प्रा0/न0प्रा0 स्वा0 का नाम
1	2	3	4	5
1.	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(133)	कु0/श्रीमती गुर्जन विश्वकर्मा	श्री रामलवट	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र जलालपुर रेहटी, जौनपुर।
2	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(237)	श्री अजीत कुमार	श्री नन्हकू	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र सुजानगंज, जौनपुर।
3	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(332)	श्री आशुतोष नाविक	श्री मातादीन नाविक	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र रामनगर, जौनपुर।
4	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(396)	श्री अमर सिंह पटेल	श्री केदारनाथ पटेल	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र महाराजगंज, जौनपुर।
5	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(446)	कु0/श्रीमती कृति श्रीवास्तवा	श्री अनिल श्रीवास्तव	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र बदलापुर, जौनपुर।
6	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(484)	श्री जीतलाल यादव	श्री जटाशंकर यादव	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र मडियाहू, जौनपुर।
7	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(500)	श्री आशीष कुमार सरोज	श्री सुरेन्द्र कुमार सरोज	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र सतहरिया जौनपुर।
8	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(513)	श्री धीरेन्द्र सिंह	श्री सत्यनारायण सिंह	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र रामपुर, जौनपुर
9	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(541)	श्री राजकुमार	श्री रमाशंकर	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र डोंभी, जौनपुर
10	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(580)	श्री सुनील कुमार मौर्य	श्री छोटेलाल मौर्य	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र मेंहरावा सोधी, जौनपुर
11	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(619)	कु0/श्रीमती प्रिया विश्वकर्मा	श्री चन्द्रशेखर विश्वकर्मा	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र चांदपुर सिकरारा, जौनपुर
12	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(716)	श्री गौरव कुमार	श्री विजय प्रताप	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र चोरसण्ड धर्मापुर, जौनपुर।
13	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(726)	श्री गौरव यादव	श्री रामकुमार यादव	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र आदमपुर करंजाकला, जौनपुर।
14	642/NHM/SPMU/HR/App nt/Lab Technician/2023-24/8287(766)	श्री विवेक जायसवाल	श्री राजकुमार जायसवाल	बी0पी0एच0यू0 सामु0 स्वा0 केन्द्र बक्सा एट नौपेडवा, जौनपुर।

# कार्यालय मुख्य चिकित्सा अधिकारी, गोरखपुर

पत्रांक - एन०एच०एम०/संविदा/2023-24/13156-6

दिनांक 24 फरवरी 2024

नाम - श्री/श्रीमती - मनोहर सिंह

पिता/ पति का नाम- श्री रमेश चन्द्र सिंह

पता - ग्रा० उसका पो० नोनापार जन० देवरिया

मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन, उ०प्र०, लखनऊ के पत्र संख्या-642/एस०पी०एम०यू०/एन०एच०एम०/एच०आर०/2023-24/लेब टेक्नीशियन/8287 दिनांक 25.01.2024 के अनुपालन में तथा आप द्वारा दिये गये योगदान एवं निष्पादित अनुबंध पत्र के कम में आपका कम्प्यूटरी प्रोसेस कार्यक्रम में संविदा लेब टेक्नीशियन के पद पर सामु०/प्रा०स्वा०केन्द्र/अति/नग० प्रा०स्वा०केन्द्र/उपकेन्द्र/एच०डब्ल्यू०सी०, रापतपुर, बेलघाट गोरखपुर में वित्तीय वर्ष 2023-24 में दिनांक 08.02.2024 से 31.03.2024 तक संविदा पर तैनाती निम्न शर्तों एवं करार प्रतिबंध के अन्तर्गत की जाती है।

- 1- आपकी लेब टेक्नीशियन के पद पर सामु०/प्रा०स्वा०केन्द्र/ अति/नग० प्रा०स्वा०केन्द्र/उपकेन्द्र/एच०डब्ल्यू०सी०, रापतपुर, बेलघाट जनपद-गोरखपुर पर की गयी है।
- 2- यदि आपकी सेवाएं संतोषजनक नहीं पायी जाती है तो एक माह की नोटिस देकर आपकी संविदा समाप्त कर दी जायेगी।
- 3- आपको मासिक मानदेय रुपया -15000.00 (पन्द्रह हजार मात्र) देय है तथा राज्य शाखा से वित्तीय वर्ष 2023-24 की स्वीकृत कार्ययोजना के निर्धारित दर पर देय होगा। आपको प्रतिदिन चिकित्सालय के समयानुसार कार्य करना होगा। किसी भी कार्यदिवस में अनुपस्थित रहने पर उक्त दिवस का संविदा मानदेय का भुगतान नहीं होगा।
- 4- यदि उच्चाधिकारी के निरीक्षण में लगातार 03 बार अनुपस्थित पाये जाते/जाती है तो आपकी संविदा समाप्त कर दी जायेगी, जिसके लिये आप स्वयं जिम्मेदार होगें/होगी।
- 5- यदि आप किसी विशिष्ट कारण के और बिना किसी सूचना के अपने कर्तव्य से एक सप्ताह से अधिक अनुपस्थित रहते हैं तो आपकी संविदा नियुक्ति अनुपस्थित तिथि से स्वतः समाप्त हो जायेगी।
- 6- आपके इस संविदा कालावधि के लिए कोई भी पेंशन संबंधी सुविधायें अनुमन्य नहीं होगी और न ही आप इसके लिए हकदार होगें/होगी। आपको बोनस आदि देय न होगा और न ही अनुमन्य है।
- 7- आप किसी भी दशा में शासकीय सेवाओं में विनियमितीकरण के लिए हकदार नहीं होगें/ होगी तथा भविष्य में आप अपने कार्य एवं कार्यकाल के आधार पर अपने विनियमितीकरण अथवा स्थायीकरण का दावा नहीं करेंगे / करेंगी और न ही निर्धारित मानदेय के अतिरिक्त आपको कोई भी अन्य सुविधा अनुमन्य नहीं होगी और न ही आप हकदार होगें/ होगी।
- 8- आप निष्पादित किये गये अनुबंध पत्र का पूर्णतः अनुपालन करेंगे, यदि आप उपरोक्त का अनुपालन नहीं करेंगे/ करेंगी तो आपका अनुबंध पत्र स्वतः समाप्त हो जायेगा।
- 9- आपकी संविदा नियुक्ति पी०आई०पी० वर्ष 2023-24 के अनुपालन के अधीन होगी। राज्य सरकार द्वारा इस पद का अनुमोदन प्राप्त न होने की दशा में आपका अनुबंध स्वतः समाप्त माना जायेगा। इस अवधि के मानदेय भुगतान की जिम्मेदारी विभाग की नहीं होगी।
- 10- यदि आप द्वारा प्रतिपादित किये जाने वाले कार्यों में शिथिलता पाई गई तो चेतावनी दी जायेगी तथा उसके बाद भी वही शिथिलता पाई गई तो अनुबंध समाप्त कर दिया जायेगा।
- 11- सरकार द्वारा समय-समय पर चलाये जाने वाले अन्य अभियान एवं कार्यक्रमों के सम्बंध में अधीक्षक/प्रभारी चिकित्साधिकारी सामु०/प्राथमिक स्वास्थ्य केन्द्र के निर्देशानुसार कार्य करना होगा।
- 12- आपकी संविदा कभी भी किसी भी समय बिना किसी पूर्व नोटिस या सूचना के समाप्त की जा सकती है।
- 13- आपको साप्ताहिक एवं राजपत्रित अवकाश देय होंगे तथा वर्ष में अधिकतम 14 आकस्मिक / 16 चिकित्सा अवकाश भी अनुमन्य होगा।
- 14- यदि आप संविदा पद से त्याग पत्र देना चाहते/चाहती है तो 01 माह पूर्व सूचना देकर अथवा 01 माह का मानदेय विभाग को वापस कर त्याग पत्र दे सकते/सकती है अन्यथा की स्थिति में त्याग पत्र स्वीकार नहीं किया जायेगा।
- 15- आपको उच्चाधिकारियों द्वारा समय-समय पर दिये गये कर्तव्य एवं दायित्वों का पूर्णतः पालन करना होगा, यदि आप द्वारा कर्तव्य एवं दायित्वों का पालन नहीं किया जाता है तो आपका संविदा समाप्त कर दिया जायेगा।
- 16- आपको राष्ट्रीय स्वास्थ्य कार्यक्रमों के साथ तैनाती स्थल के सामु०/ब्लाक स्तरीय प्रा०स्वा०केन्द्र एवं वृहद बाल संरक्षण कार्यक्रम के अन्तर्गत सभी दायित्वों के निर्वहन में सक्रिय रूप से भाग लेना होगा। यदि आप ऐसे कार्यक्रम में भाग नहीं लेते हैं तो इसे कदाचार माना जायेगा इस प्रकार कदाचार पर या आपराधिक कार्यकलाप के अन्तर्गत पाये जाने पर नियुक्ति प्राधिकारी सुनवाई का युक्ति युक्त अवसर देने के पश्चात अनुबंध समाप्त कर दिया जायेगा।
- 17- यदि आप पर किसी अभियोजन में निरूद्ध होने का मामला प्रकाश में आता है तो आपका संविदा अनुबंध समाप्त कर दिया जायेगा।

मुख्य चिकित्साधिकारी  
गोरखपुर।

तददिनांकित-

पत्रांक - एन०एच०एम०/ संविदा/2023-24/

प्रतिलिपि-निम्न को सादर सूचनार्थ प्रेषित।

1. मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन राज्य कार्यक्रम प्रबन्धन इकाई, लखनऊ।
2. जनरल मैनेजर, (एच०आर०) राष्ट्रीय स्वास्थ्य मिशन, उ०प्र०, लखनऊ।
3. जिलाधिकारी, गोरखपुर।
4. अपर मुख्य चिकित्साधिकारी, आर०सी०एच० गोरखपुर।
5. चिकित्सा अधीक्षक/प्रभारी चिकित्साधिकारी सामु०/प्रा०स्वा०केन्द्र/ अति/नग० प्रा०स्वा०केन्द्र बेलघाट गोरखपुर।
6. संबंधित गार्ड फाइल।

मुख्य चिकित्साधिकारी  
गोरखपुर।

# जिला स्वास्थ्य समिति, कानपुर नगर

(ई-मेल आईडी 0 cmoknp@gmail.com फोन नं 0512-2403855)

पत्रांक:-मु0चि0अ0/संविदा /2023-24/

दिनांक:- 28.02.2024

नाम:- रश्मि देवी

पिता/पुत्र/पुत्री/पत्नी का नाम:- राजेन्द्र यादव

पता:- ग्रा व पो0 टीकर मघई हरदौली, कानपुर नगर

विषय:- जिला स्वास्थ्य समिति के अन्तर्गत (Lab tech. 15 FC) के संविदा पद पर तैनाती के सम्बन्ध में।

महोदय/महोदय,

मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन, उ0प्र0 लखनऊ के पत्रांक सं0 642/एस0पी0एम0यू0/एन0एच0एम0/एच0आर0/2023-24/लैब टैक्नीशियन/8287 दिनांक 25.01.2024 तथा आपके द्वारा दी गई योगदान आख्या दिनांक 03.02.2024 के कम में आपको संविदा पद **Lab tech. 15 FC** पर सामुदायिक स्वास्थ्य केंद्र बिधनू में मानदेय रू0 24000 तैनाती निम्न शर्तों/नियमों के अन्तर्गत की जाती है।

संविदा कर्मियों की तैनाती हेतु सामान्य नियम:-

1. सामान्यतः आपकी दैनिक ड्यूटी 8 घंटे की होगी। किसी भी कार्य दिवस में अनुपस्थित रहने पर अनुपस्थित दिवस का वेतन की धनराशि से नियमानुसार कटौती की जायेगी।
2. नियत मासिक मानदेय पर तैनात किये गये कर्मी/चिकित्सक, नियमित सेवाओं के कर्मी एवं चिकित्सक के भांति ही नियत रोस्टर के अनुसार कार्य करेंगे तथा प्रभारी अधिकारी की सहमति से इन्हे प्रत्येक कलेण्डर वर्ष में चौदह 14 आकस्मिक अवकाश (Casual Leave) का प्रावधान है इसके अतिरिक्त उपरोक्त संविदा कर्मियों के लिये सोलह(16) चिकित्सीय अवकाश (Medical Leave) तथा राज पत्रित अवकाश पूर्व में अनुमति के पश्चात देय होंगे। इसके अतिरिक्त किसी अन्य प्रकार का अवकाश अनुमन्य नहीं होगा।
3. समस्त महिला संविदा कर्मियों को मैटरनिटी लीव, मैटरनिटी बेनीफिट एक्ट 1961 के तहत 180 दिन का अवकाश सवेतन अनुमन्य होगा।
4. यदि कोई संविदा कर्मी बिना किसी विशिष्ट कारण अथवा सूचना के अपनी ड्यूटी से एक सप्ताह से अधिक अनुपस्थित रहता है तो उसकी संविदा अनुपस्थिति की तिथि से स्वतः समाप्त मानी जायेगी।
5. आपकी सेवा संतोषजनक न पाये जाने की स्थिति में एक माह का नोटिस देकर आपका अनुबन्ध समाप्त किया जा सकता है।
6. संविदा छोड़ने की स्थिति में एक माह पूर्व नोटिस या एक माह का मानदेय देय होगा।
7. वर्तमान अनुबन्ध दिनांक 31.03.2024 तक प्रभावी होगा। तत्पश्चात कार्य की समीक्षा के उपरान्त ही कार्यकाल को आगे बढ़ाया जा सकता है।
8. संविदा कर्मी सेवा में विनियमितीकरण, स्थायीकरण/पेशन सम्बन्धी सुविधाओं की हकदार नहीं होगी और इस हेतु आप किसी मांग एवं बोनस आदि की हकदार नहीं होगी/होंगे।
9. मुख्य चिकित्सा अधिकारी/कार्यक्रम अधिकारी द्वारा समय-समय पर दिये गये निर्देशों का पालन करना होगा। तथा मानदेय का भुगतान संविदा कर्मचारी के वास्तविक कार्य करने की तिथि से देय होगा।

अतः आप शीघ्रता शीघ्र अपनी तैनाती के स्थल पर कार्य करना सुनिश्चित करें। इस हेतु आपको किसी प्रकार का यात्रा भत्ता देय नहीं होगा।

(डा0 आलोक रंजन)

अध्यक्ष, कार्यकारी समिति (जिला स्वास्थ्य समिति)/

मुख्य चिकित्सा अधिकारी

कानपुर नगर

तददिनांक:-

पत्रांक:-मु0चि0अ0/संविदा /2023-24/1201-4

प्रतिलिपि:-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन, उ0प्र0 लखनऊ।

2. अपर-निदेशक, चिकित्सा स्वास्थ्य एवं परिवार कल्याण, कानपुर मण्डल कानपुर।

3. चिकित्सा अधीक्षक, सामु0स्वा0के0 बिधनू कानपुर नगर।

4. अपर मुख्य चिकित्सा अधिकारी (आर0सी0एच0), कानपुर नगर।

(डा0 आलोक रंजन)

अध्यक्ष, कार्यकारी समिति (जिला स्वास्थ्य समिति)/

मुख्य चिकित्सा अधिकारी

कानपुर नगर

पत्रांक : सी०एम०ओ०/एन.एच.एम./2023-24

दिनांक : 05.03.2024

**आदेश**

राज्य कार्यक्रम प्रबन्धन इकाई, राष्ट्रीय स्वास्थ्य मिशन, उ०प्र० के पत्रांक: 642/SPMU/NHM/HR/ /2023-24/ANM/8288 दिनांक: 25.01.2024 के क्रम में, राष्ट्रीय स्वास्थ्य मिशन के अंतर्गत निम्नलिखित का संविदा **Lab Technician-15<sup>th</sup> Finance Commission** के पद पर तैनाती, निम्नानुसार की जाती है :-

क०स०	एप्लीकेशन सं०	कर्मचारी का नाम	जनपद योगदान तिथि	तैनाती स्थान
01	NHMMP1031646	विवेक कुमार	09.02.2024	प्राथमिक स्वास्थ्य केन्द्र-धरपा

यह आदेश तत्काल प्रभावी होंगे।

मुख्य चिकित्सा अधिकारी  
बुलन्दशहर

**कार्यालय मुख्य चिकित्सा अधिकारी, बुलन्दशहर**

पत्रांक : सी०एम०ओ०/एन.एच.एम./2023-24

तददिनांक

प्रतिलिपि:-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन, उ०प्र० लखनऊ।
2. अपर निदेशक, चिकित्सा स्वास्थ्य एवं परिवार कल्याण मेरठ मण्डल मेरठ।
3. अपर मुख्य चिकित्सा अधिकारी(आर०सी०एच०), कार्यालय अधोहस्ताक्षरी, बुलन्दशहर।
4. प्रभारी चिकित्सा अधिकारी, प्राथमिक स्वास्थ्य केन्द्र-धरपा जनपद- बुलन्दशहर।
5. जिला कार्यक्रम प्रबन्धक (एन.एच.एम.), कार्यालय अधोहस्ताक्षरी, बुलन्दशहर।
6. संबंधित कर्मचारी को अनुपालनार्थ।

2885

मुख्य चिकित्सा अधिकारी  
बुलन्दशहर

allowed

*[Signature]*

Wor/c APHC Khurja Junction  
Allow him to register his attendance at APHC  
& work accordingly

*[Signature]*  
12-3-24

## कार्यालय-मुख्य चिकित्सा अधिकारी, देवरिया।

पत्रांक-एन0एच0एम0/संविदा/LT/15<sup>th</sup>/आदेश/2023-24/9634 दिनांक 23 फरवरी, 2024  
नाम-रामेश्वर सिंह  
पिता/पत्नी का नाम-श्री उदयभान सिंह  
ग्राम-गुरमिहा पोस्ट विशुनपुर बाजार  
जनपद-देवरिया।  
मो0नं0-8009664803

मिशन निदेशक, राष्ट्रीय स्वास्थ्य मिशन उ0प्र0 लखनऊ के पत्रांक-Ref. N0-642/SPMU/NHM/HR/2023-24/LAB TECHNICIAN/8287/Dated-25-01-2024 के द्वारा अधोहस्ताक्षरी कार्यालय को प्राप्त कराये गये शार्टलिस्टेड लैब टेक्नीशियन (संविदा) की सूची जिसमें आपका आप्लीकेशन नं0 **NHMMP 1256290** है एवं आप द्वारा अधोहस्ताक्षरी कार्यालय में उपस्थित होकर दिये गये योगदान पत्र के क्रम में आपकी तैनाती 15 वें वित्त आयोग कार्यक्रम के अन्तर्गत **सामु0स्वा0केन्द्र, पथरदेवा अधीन अधीक्षक/प्रभारी चिकित्साधिकारी सामु0/प्रा0स्वा0केन्द्र, पथरदेवा देवरिया** में लैब टेक्नीशियन (संविदा) के पद पर नियत मानदेय रू0 24,000/- प्रति माह पर अनुबन्ध पत्र में लिखे गये नियमों एवं शर्तों के आधार पर किया जाता है।

उपरोक्त के क्रम में आप को निर्देशित किया जाता है कि आप अपना योगदान **अधीक्षक/प्रभारी चिकित्साधिकारी सामु0/प्रा0स्वा0केन्द्र, पथरदेवा, देवरिया** को आदेश जारी होने के पांच दिवस के अन्दर कार्यभार ग्रहण कर अपना कार्य सम्पादित करना सुनिश्चित करें। साथ ही मानव सम्पदा फार्म **अधीक्षक/प्रभारी चिकित्साधिकारी सामु0/प्रा0स्वा0केन्द्र, पथरदेवा, देवरिया** से अग्रसारित कराकर अधोहस्ताक्षरी कार्यालय में डा0संजय चन्द, अपर मुख्य चिकित्सा अधिकारी (आर0सी0एच0), कार्यालय अधोहस्ताक्षरी को उपलब्ध कराना सुनिश्चित करें।

उपरोक्त कार्यों के अतिरिक्त समय-समय पर अन्य कार्य भी शासनादेशों के अनुसार लिया जा सकता है। आपका मानदेय आवंटित तैनाती स्थान पर योगदान दिवस की तिथि से देय होगा।

अपर मुख्य चिकित्सा अधिकारी  
(आर0सी0एच0), देवरिया।

मुख्य चिकित्सा अधिकारी  
देवरिया।

पत्रांक-एन0एच0एम0/संविदा/LT/15<sup>th</sup>/आदेश/2023-24/

तददिनांकित।

प्रतिलिपि:- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. महानिदेशक, परिवार कल्याण, परिवार कल्याण महानिदेशालय उ0प्र0, लखनऊ।
2. मिशन निदेशक, एन0एच0एम0 राज्य कार्यक्रम एवं प्रबन्धन इकाई उ0प्र0, लखनऊ।
3. महाप्रबन्धक, एच0आर0, राज्य कार्यक्रम एवं प्रबन्धन इकाई उ0प्र0, लखनऊ।
4. अपर निदेशक, चिकित्सा स्वास्थ्य एवं परिवार कल्याण गोरखपुर मण्डल, गोरखपुर।
5. जिलाधिकारी/अध्यक्ष जिला स्वास्थ्य समिति देवरिया।
6. डा0 संजय चन्द, अपर मुख्य चिकित्सा अधिकारी, (आर0सी0एच0) कार्यालय अधोहस्ताक्षरी।
7. जिला कार्यक्रम प्रबन्धक, डी0पी0एम0यू0 एन0एच0एम0 देवरिया।
8. जिला लेखा प्रबन्धक, डी0पी0एम0यू0 एन0एच0एम0 देवरिया।
9. अधीक्षक/प्रभारी चिकित्साधिकारी सामु0/प्रा0स्वा0केन्द्र, पथरदेवा, देवरिया।
10. लेखा लिपिक एन0एच0एम0, कार्यालय अधोहस्ताक्षरी।

मुख्य चिकित्सा अधिकारी  
देवरिया।

**State Programme Management Unit,  
National Health Mission, UP**

Ref: - 642/NHM/SPMU/HR/Appnt/Lab Technician/2023-24/8287(284)

Date: 25.01.2024

**PROVISIONAL OFFER LETTER**

Mr/Ms DURGESH KUMAR

C/o INNAR CHAUDHARY

NHM Application No: - NHMMP1005919

Add: Vill Moglaha Post Bhagirathpur Maharajganj Uttar Pradesh India

Pin Code 273164

Mobile: 8528853932

Email Id: durgeshkurmi681@gmail.com

1. The National Health Mission, U.P. is pleased to inform that you are shortlisted under category UR for the post of Lab Technician on contract under 15th Finance Commission Programme, NHM, UP at District Maharaj Ganj U.P.
2. Your fixed honoraria would be Rs 24,000/- (Rs Twenty Four Thousand Only) per month only.
3. You are being directed to report to the concerned office of Chief Medical Officer, **District** Maharaj Ganj on or before **dated 20.02.2024** for document verification and joining after successful document verification. Your provisional shortlisting for the said Position shall be valid only after successful document verification. The
4. contractual appointment will be effective from the date of your joining till 31-03-2024. After 31.03.2024, your position shall be continued for further financial year subject to renewal by District Health Society (DHS) and continuation of post by the Government of India.
5. If you do not join by dated 20.02.2024, it will be presumed that you are not interested and this offer letter will stand automatically cancelled, no communication shall be entertained after the last date of joining.
6. Your selection/appointment for the contractual position of Lab Technician is purely provisional unless verification of documents and genuineness of the candidature is verified. In case of any incorrect/falsification/tempered/fabrication found, your selection/appointment will be liable to be cancelled forthwith and appropriate Legal action may be taken against you.
7. During the service period, you must follow the terms and conditions mentioned in the Service Agreement along with other guidelines issued from time to time.
8. After joining, your appointment will be governed by the following general terms and conditions of services: -
  - a) That the District Health Society (DHS) will be the competent authority for appointments. You will be governed under DHS relating to work, conduct and discipline.
  - b) After successful completion of the aforesaid period, the contract may be renewed subject to an annual performance review and as per the discretion of the District Health Society.
  - c) The District Health Society will have the right to terminate your services by giving one month notice or an amount equivalent to one-month salary in lieu of notice as per NHM HR policy.
  - d) You will have the option of leaving the service of the Society by giving one month notice or an amount equivalent to one-month salary in lieu of notice to the society.
  - e) The District Health Society will have the right for addressing any disciplinary issues in accordance with the procedure set forth in HR Policy of NHM, UP.

9. You are required to produce original and submit the one set of self-attested copy of the following documents/testimonials at the time of joining: -
- a) Copy of High School certificate.
  - b) Copy of the testimonials relating to advertised essential qualification, etc.
  - c) Copy of ID proof.
  - d) Registration from Uttar Pradesh Pharmacy Council.
  - e) Certificate issued from competent authority if claim for EWS/OBC-NCL/SC/ST/ PwD/Dependent of Freedom Fighter/copy of Discharge book (for Ex-Service man).
  - f) No Objection Certificate/Relieving Letter from last Employer, Score card and copy of Offer letter downloaded from the Portal.
  - g) Permanent/Mailing Address proof.
  - h) Certificate from two persons about your work, conduct and character who are at responsible position in Government Department or renowned organization indicating their full address, phone/fax numbers and email address. The person should have known you for at least two years and should not be related to you.
  - i) Medical Certificate of Health from a Government Hospital covering following aspects: -
    - i. General Fitness.
    - ii. Report of Chest X-Ray.
    - iii. Report of Eye Specialist on vision.
  - j) Two passport size color photographs.
10. On successful completion of your joining formalities, Appointment letter will be issued by concerned Chief Medical Officer and Service Agreement will be executed by Chief Medical Officer concerned on behalf of District Health Society (DHS).
11. No transfer shall be made to another District Health Society/District in any circumstances.



**(Sudha Yadav)**  
General Manager (HR)  
National Health Mission, UP

Copy to:

- 1. Concerned Chief Medical Officer/Convener, DHS, Maharaj Ganj
- 2. Concerned District Program Manager, DPMU, Maharaj Ganj

Dr. J.P. GUPTA  
D-ORTHO, DNB (S) ORTHO N. DELHI  
U.P. MCI -44626, IOA - 8150  
3/1646, Ambedkar Puram  
Kalyanpur-Kanpur Nagar (U.P.) 208017

Work Certificate

Certify that Mr. Avinash Kushwaha S/o Shri Shivrath  
Sharma - Baranda. Kanpur Nagar - working with me  
2015 to 2022 and again rejoin July 2024 to ~~present~~ till  
date, he have very good character and good patient  
satisfaction score (10/10), As Physiotherapist.

Dr. J.P. Gupta  
24.9.24

Dr. J.P. Gupta  
24.9.24

Dr. J.P. GUPTA  
D-ORTHO, DNB (S) ORTHO N. DELHI  
U.P. MCI -44626, IOA - 8150  
3/1646, Ambedkar Puram  
Kalyanpur-Kanpur Nagar (U.P.) 208017

Mr. Jagat Pal  
Mainpuri  
Uttar Pradesh

May 27, 2024

**Subject: Letter of Intent for the Position of Scientific Officer**

Dear Jagat,

**Namaste & Greetings from PARAS Health!**

Further to the interview/discussions that we had with you; we are pleased to offer you the position of **Scientific Officer** in the **Department of Clinical Laboratory** at **PARAS Yash Kothari Hospitals, Kanpur.**

You are required to join your duties on or before **May 28, 2024.**

Please carry the following documents at the time of your joining.


1. Educational Qualification(s) & Professional Course(s) Certificates.
2. Medical Council Registration Certificate / Equivalent *(If Applicable)*
3. Experience & Relieving Certificate of last employer.
4. Three month's Salary slips of the last employer.
5. Five passport-size photographs.
6. Copy of PAN, AADHAAR Card & a Cancelled cheque.

Please note that should you fail to join the duty on this date, without prior information, the management reserves the right to cancel this offer letter.

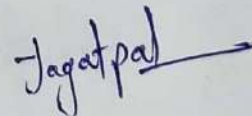
This offer letter is also subject to the satisfactory completion of reference verification and medical fitness, which is an essential prerequisite in the organization.

We look forward for long and mutually beneficial association.

for **PARAS Yash Kothari Hospital, Kanpur**  
*(a unit of PARAS Healthcare Private Limited)*



Ms. Sonia Shukla,  
Assistant General manager  
Human Resources,  
PARAS Yash Kothari Hospital,  
Singhpur, Baikunthpur,  
*(Kalyanpur Bithoor Road - NH 91 Bypass Road Crossing)*  
Kanpur Nagar, Uttar Pradesh, INDIA.  
PIN Code - 208 017.



Mr. Jagat Pal  
Mainpuri  
Uttar Pradesh

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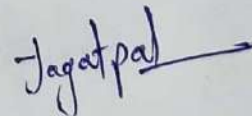
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Kanpur Nagar, Uttar Pradesh, INDIA.  
PIN Code - 208 017.





***Dt. Sweta Gupta***

BSc, Msc (Human Nutrition)  
Consultant Nutritionist & Dietitian  
Mob. 8707232268



**TULSI HOSPITALS INDIA LIMITED<sup>®</sup>**  
(A Unique Multi- Speciality Health Centre)

**ON PANEL**

CGHS, ECHS, FCI, BSNL, ALIMCO, AIRPORT AUTHORITY OF INDIA,  
RAILWAY, C.G.S.T., ALL DMSRD, OEF, OPF, FGK

14/116-A Civil Lines, Kanpur - 208 001 Ph. : 09598060511 - 512 - 513

Website : [www.tulsihospitals.co.in](http://www.tulsihospitals.co.in) E-mail : [tulsihospitalsltd@gmail.com](mailto:tulsihospitalsltd@gmail.com)

A. S. Gupta (MD) : 9598060501

June 21, 2023

**SHIVANI SINHA**

HOUSE NUMBER 88/5,UMA VIDHYA ASHRAM,VINAYAKPUR,KP UNIVERSITY,KANPUR  
NAGAR,KP UNIVERSITY,,UTTAR PRADESH-208024

Subject: Letter of Offer as "Dietician"

Dear Shivani Sinha,

This is with reference to your application and the subsequent interviews you had with us, we are pleased to make an offer to you for the position of **"Dietician" (Slimming Services)** in our **Wellness Services Business** as per the following terms and conditions:

1. Your Total Cost To Company will be ' \_\_\_\_\_ per annum, including performance bonus / \_\_\_\_\_, (if any)
2. You will join the company on or before **9th June 2023**.
3. Your base location would be **Kanpur**.
4. This offer is provisional in nature and the regular offer of appointment shall be made to you on your joining the duties and successful completion of joining formalities.
5. If you accept the above, please report to the HR department on the date mentioned above along with the following documents:
  - a. 4 passport size photographs of yourself at the time of joining
  - b. Testimonials in original
  - c. Salary Certificate of previous employment
  - d. Relieving Letter & Experience Certificate from the services of the previous employments
6. The management reserves the right to withdraw this offer if any of the information provided by you during the interview is found misleading or misconceived and or if any of the above conditions are not fulfilled by you at the time of joining.
7. If you withdraw the acceptance of the offer after accepting it and before joining, you will need to pay one month's CTC as offered to you.

Please sign the duplicate copy of this letter or send in a return email as an acceptance of this letter. In case of any clarifications or inputs required please reach out to [hr.support@vlccwellness.com](mailto:hr.support@vlccwellness.com)

For VLCC Health Care Ltd.



Chandrima De

Head - Human Resources Department

Accepted

Shivani Sinha

POPULAR COLLEGE OF NURSING & PARAMEDICAL INSTITUTE  
BACHCHHAO, VARANASI  
JOINING LETTER

To

The Dean,  
Popular Institute of Medical Foundation,  
Varanasi, UP

(Through Proper channel)

Subject: Requesting to accept my joining letter

Respected sir,

As I honor to inform you, I Mr/Ms/Mrs... AYUSH SINGH  
joined as DMT Tutor..... and I would like to say heartfelt thanks for  
given an opportunity to join your most prestigious institution. W.e.f. on 03/07/24.....  
I will abide by all the institute rules and regulation of Popular College of Nursing &  
Paramedical Institute, Varanasi. Please do the needful.

Thanking you

Date: 04/07/2024..

Place: Varanasi.....

Yours sincerely  
Ayush Singh

Accepted / Not Accepted

The Dean

[Signature]  
4/7/24



POPULAR COLLEGE OF NURSING & PARAMEDICAL INSTITUTE  
BACHCHHAO, VARANASI  
JOINING LETTER

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I will abide by all the institute rules and regulation of Popular College of Nursing &  
Paramedical Institute, Varanasi. Please do the needful.

Thanking you

Date: 04/07/2024..

Place: Varanasi.....

Yours sincerely  
Ayush Singh

Accepted / Not Accepted

The Dean

[Signature]  
4/7/24



Hi Juhi,

We are pleased to extend to you an invitation to join us. You will be designated as a **"Consultant Physiotherapist"** in the **"Physiotherapy"** Department. Please find attached your offer letter along with Deed of Indemnity with this email.

Important Points to Note:

- Every patient getting treated at our clinics must be diagnosed correctly and thereafter receive the best quality treatment. For this purpose all Doctors joining us undergo 1 month of rigorous training. This training focuses primarily on 2 parts - 1) Developing your clinical skills 2) Developing you overall as a Doctor. A detailed syllabus will be shared with you post your acceptance of the offer.
- Also as discussed, attached is a "Letter of Indemnity" which you will be required to sign on your date of joining.

**Dr. Amit Kumar Mishra**

Consultant Physiotherapist

**B.P.T., M.P.T. (Ortho), M.I.A.P.**

Certified Osteopath, Taping, Cupping &  
Certified Dry Needling Practitioner

I.A.P. Reg. No. - L- 44518

U.P. - Reg. No. - 0381



**Touch & Cure**

**A Super Specialized**

**Physiotherapy Clinic**

**Ortho • Neuro • Sports • Rehab**

**Dr. Trishna Mishra**

Consultant Physiotherapist

**B.P.T., M.P.T. (Ortho), M.I.A.P.**

I.A.P. Reg. No. - L- 45062

U.P. - Reg. No. - 0451

### Placement Letter

This is to certify that **Dr. Mayuri Gautam MPT-Neuro** bonafide student of School of Health Sciences C.S.J.M. University, Kanpur is appointed as physiotherapist at **Touch and Cure Superspecialized Physiotherapy Clinic (Ortho•Neuro•Sports•Rehab)** under the director and chief Physiotherapist **Dr. Amit Kumar Mishra (MPT-Ortho)** and **Dr. Trishna Mishra (MPT-Ortho)**.

**Dr. Amit Kumar Mishra (PT)**  
**B.P.T. M.P.T. (Ortho)**  
**MIAP (L44518), UP (0381)**

**Mobile No.** 📞 : +91-9936059494, +91-7525884488, + 91-7525882288 **Email** : amitmishraphysio@gmail.com

**Address 📍 : Kanak Apartment, Khalasi Line (Near Sheiling House School) Kanpur 208001**

**Timing : Mor.** 9 am to 2 pm **Even.** 5 pm to 9 pm - **Sunday Mor.** 11 am to 2 pm

**LPS INSTITUTE OF CARDIOLOGY & CARDIAC SURGERY**  
**(Centre of Excellence in Heart Surgery, Govt of UP)**  
**GSVM MEDICAL COLLEGE, KANPUR (UP)**

☎ 0512 - 2532269, 2547978 Fax: 0512-2556521, E-mail: hrskanpur2018@gmail.com

**DR JOGENDER SINGH**  
**M.B.B.S., M.D.**  
**Chief Medical superintendent**  
(Reg.No. 039983 UPMC Lko.)



**Mob:** 9415130486  
**E-mail:** dr.jogendersingh@gmail.com  
**Add:** Ratan Orbit, Vikas Nagar,  
Kanpur – UP (INDIA)

**Date: 25/09/2024**

**No.: HRS/2024-25/3749**

**CERTIFICATE**

This is to certify that **Ms Neha Yadav**, has given services as **Physiotherapist (skilled category)** in the Department of Physiotherapy at L.P.S. Institute of Cardiology & Cardiac Surgery, Kanpur through Outsourcing Agency (M/s Avani Paridhi Energy & Communication Pvt. Ltd., Lucknow) from **15.07.2024 to till date**.

To the best of my knowledge her work and conduct are excellent.

**(Dr. Jogender Singh)**  
Chief Medical Superintendent  
LPS Institute of Cardiology,  
Kanpur.

मुख्य चिकित्सा अधीक्षक  
हृदय रोग संस्थान, कानपुर



# The Spastics Centre Kanpur

(Regd. Under Societies Registration Act 1860)

Affiliated to the Spastic Society of India & to the Indian Institute of Cerebral Palsy, Kolkata

'BAL BHAWAN', 16/99-A, Phool Bagh, Kanpur-208 001

Tel : 0512-2350549 • Mobile No : 9453943621

To,

Date: 16<sup>th</sup> July 2024

Ms. Pragati Singh Chauhan  
Infront of Vijay Laxmi Girls Hostel,  
Near Anurag Hospital, Crossing No.9  
Rawatpur, Kanpur-208025

## APPOINTMENT LETTER

We are pleased to confirm your appointment as a **Physiotherapist** at The Spastics Centre Kanpur, w.e.f 21.05.2024 and your consolidated salary will be \_\_\_\_\_ per month (Only). After careful consideration of your qualifications and experience, we believe that you will be a valuable addition to our centre.

**The following terms are applicable to your appointment:**

### **1. Job Responsibilities:**

- I. Assessing the physical conditions of patients to diagnose problems and implement appropriate treatment plans.
- II. Developing and reviewing treatment programs, along with patients themselves and their caregivers.
- III. Providing education and advice about exercise and movement.
- IV. Keeping up-to-date with new techniques and technologies available for treating patients.
- V. Liaising with other healthcare professionals to ensure continuity of care.

**2. Working Hours:** Monday-Friday: 09:00am to 02:15pm.  
Saturday: 09:30am to 12:30pm.

Kindly attach a copy of your Aadhar Card.  
Please sign and return the duplicate copy of this letter in acceptance.

With best wishes,

Yours sincerely,

(Suchitra Singh)  
Hony. Secretary  
The Spastics Centre Kanpur

**Office of the Registrar Saaii College of Medical Science & Technology, Kanpur**

Ref. No.4493/Offer /SCMAT/Nur/2024

Date:05-07-2024

To,  
**Mr.Abhishek Kushwaha**  
S/o Mr. Tilak Singh  
Yusufpur, Bhagwan, Makrand Nagar, Kannauj-209726, U.P.  
Mob No.- 09696824811  
Email ID- [abhikushwaha201@gmail.com](mailto:abhikushwaha201@gmail.com)

**Subject: Appointment on the post of Assistant Professor(Medical Microbiology) at Saaii College of Medical Science & Technology, Bhinduri, Chaubepur, Kanpur.**

Sir,  
Please refer your application and biodata submitted by you for appointment on the post of Assistant Professor (Medical Microbiology) at this Institute. The undersigned had conversations with you on different issues and also the salary matter. The communications, including salary matter, discussed with you has been brought to the knowledge of management of the Institute and the management has agreed to all the commitments & communications made by the undersigned with you.

We hereby offer you the Contractual appointment on the post of Assistant Professor (Medical Microbiology), Saaii College of Medical Science & Technology, Kanpur Nagar on agreed terms and conditions under the provisions of Rules & Regulation of this institution and subject to approval of A.B.V.M University, Lucknow & U.P.S.M.F, Lucknow. This offer is valid only for the period of 15 day's from the date of issue, but you are requested to join as early as possible with all your original Educational & Professional Education Certificates & mark sheets, Registration certificate of State Nursing Councils, Aadhar & PAN card as Identity proofs, all teaching/clinical Experience certificates & relieving Certificate from present working Institute.

**Kindly acknowledge our offer letter by sending your written consent with joining date on our mail [office.scmat@gmail.com](mailto:office.scmat@gmail.com)**

Thanks.



(Registrar)

Saaii College of Medical Science & Technology  
opp-Chaubepur Police Thana Bhinduri  
Chaubepur, KANPUR - 209203

**Copy forwarded to** the following for information and necessary action:

- 1-Chairman, SCMAT, Kanpur.
- 2-Principal, SCMAT, Kanpur.

**Office of the Registrar Saaii College of Medical Science & Technology, Kanpur**

Ref. No.4493/Offer /SCMAT/Nur/2024

Date:05-07-2024

To,  
**Mr.Abhishek Kushwaha**  
S/o Mr. Tilak Singh  
Yusufpur, Bhagwan, Makrand Nagar, Kannauj-209726, U.P.  
Mob No.- 09696824811  
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**Subject: Appointment on the post of Assistant Professor(Medical Microbiology) at Saaii College of Medical Science & Technology, Bhinduri, Chaubepur, Kanpur.**

Sir,  
Please refer your application and biodata submitted by you for appointment on the post of Assistant Professor (Medical Microbiology) at this Institute. The undersigned had conversations with you on different issues and also the salary matter. The communications, including salary matter, discussed with you has been brought to the knowledge of management of the Institute and the management has agreed to all the commitments & communications made by the undersigned with you.

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Thanks.



(Registrar)

Saaii College of Medical Science & Technology  
opp-Chaubepur Police Thana Bhinduri  
Chaubepur, KANPUR - 209203

**Copy forwarded to** the following for information and necessary action:

- 1-Chairman, SCMAT, Kanpur.
- 2-Principal, SCMAT, Kanpur.

# LIFESTYLE MULTISPECIALITY PHYSIOTHERAPY CLINIC

## Dr. Utkarsh Mishra

MPT (Orthopaedics)

REG:2995

CDNT, CDCT, CIASTMP, CKTP, NDT, CMP



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

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

Age: \_\_\_\_\_

Sex: \_\_\_\_\_

Ph no. \_\_\_\_\_

Add: \_\_\_\_\_


Diagnosis:




**LIFESTYLE MULTISPECIALITY PHYSIOTHERAPY CLINIC**

6391398209, lifestylephysiotherapyclinic@gmail.com

Near Gurdev Metro Station, G.T. Road, Kanpur

 **Days:** Mon, Tue, Wed, Thu, Fri, Sat

 **Timings:** 05:00 PM – 09:00 PM

SUN: 10:00AM – 01:00 PM

NOT FOR MEDICO LEGAL PURPOSE

सं. 3/2/2022-रा.भा. (सेवा)  
राजभाषा विभाग  
गृह मंत्रालय, भारत सरकार

एनडीसीसी ॥ (नई दिल्ली सिटी सेंटर) भवन, बी विंग,  
चौथा तल, जय सिंह रोड, नई दिल्ली-110001  
दिनांक:- 10.05.2023

कार्यालय ज्ञापन

विषय:- केंद्रीय सचिवालय राजभाषा सेवा संवर्ग में कनिष्ठ अनुवाद अधिकारी पद (पे-लेवल 6) पर भर्ती के लिए कर्मचारी चयन आयोग द्वारा वर्ष-2022 में आयोजित परीक्षा में सफल हुए उम्मीदवारों के नामांकन के संबंध में ।

उपर्युक्त विषयांतर्गत अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि केंद्रीय सचिवालय राजभाषा सेवा (समूह 'ख' अराजपत्रित पद) में सीधी भर्ती के माध्यम से कनिष्ठ अनुवाद अधिकारियों के रिक्त पदों को भरने के लिए कर्मचारी चयन आयोग द्वारा वर्ष-2022 में परीक्षा आयोजित की गई थी। उक्त परीक्षा के आधार पर निम्नलिखित उम्मीदवार को कनिष्ठ अनुवाद अधिकारी (सातवें वेतन आयोग की सिफारिशों के अनुसार संशोधित वेतनमान लेवल 6, रुपये 35400/- 112400/-) के पद पर नियुक्ति के लिए आपके मंत्रालय/विभाग/कार्यालय में नामित किया जाता है। कर्मचारी चयन आयोग से राजभाषा विभाग में प्राप्त इनका डोजियर मूल रूप में इसके साथ संलग्न है:-

नाम (सर्वश्री/श्रीमती/सुश्री)	अनुक्रमांक/रोल नं.	रैंक
प्रतीक मिश्रा PRATEEK MISHRA	3009000165	एस.एल./0073

2. उपरोक्त अभ्यर्थी की जन्मतिथि, शैक्षिक अर्हताएं, आयु छूट का दावा आदि की सत्यता के संबंध में उनके मूल-प्रमाण-पत्रों का सत्यापन राजभाषा विभाग द्वारा किया जा चुका है। अभ्यर्थी की चिकित्सा जाँच और चरित्र और पूर्ववृत्त का सत्यापन नहीं कराया गया है। ये औपचारिकताएं उन्हें नियुक्त करने से पहले इस विषय पर लागू नियमों/आदेशों के अनुसार पूरी किए जाने का दायित्व आपके मंत्रालय/विभाग/कार्यालय का है। वैसे अभ्यर्थी, जो पहले से किसी सरकारी कार्यालय में कार्यरत हैं, उन्हें नियुक्ति का प्रस्ताव उनके कार्यालय के माध्यम से ही भेजा जाए ।

3. केंद्रीय सिविल सेवा ( वर्गीकरण, नियंत्रण एवं अपील ) नियम, 1965 के नियम 8 के तहत अनुसूची के अनुसार केन्द्रीय सचिवालय राजभाषा सेवा समूह 'ख' के लिए नियुक्ति प्राधिकारी भारत के राष्ट्रपति हैं। अतः उपर्युक्त अधिकारी को कनिष्ठ अनुवाद अधिकारी के पद पर नियुक्त करने से पूर्व उपर्युक्त नियम के तहत सक्षम प्राधिकारी से अनुमति ली जानी आवश्यक है।

4. चयनित अभ्यर्थी के कार्यभार ग्रहण करने की तिथि इस विभाग को यथाशीघ्र सूचित कर दी जाए ताकि वरीयता सूची में उन्हें शामिल किया जा सके। जो अभ्यर्थी नियुक्त होने पर कार्यभार ग्रहण नहीं करते हैं, उनकी नियुक्ति रद्द करने के कारण तथा उनके डोजियर इस विभाग को तत्काल वापस भेज दिए जाएं । डोजियर वापस करने से पहले उम्मीदवार को उसकी नियुक्ति को रद्द करने संबंधी आदेश (कारणों सहित) भेजे जाएं तथा उसकी एक प्रति भी डोजियर में संलग्न की जाए ।

5. अभ्यर्थी को नियुक्ति का प्रस्ताव पंजीकृत डाक/स्पीड पोस्ट द्वारा भेजा जाए और कार्यभार ग्रहण करने के लिए कार्मिक तथा प्रशिक्षण विभाग के कार्यालय ज्ञापन दिनांक 09 अगस्त 1995 संख्या 35015/2/93-स्था(घ) तथा दिनांक 25 सितंबर 2006 के कार्यालय ज्ञापन संख्या 39011/2/2002-स्था(बी) में दिए गए दिशा-निर्देशों के अनुसार विहित समय दिया जाए। जहां अभ्यर्थी नियुक्ति के प्रस्ताव पत्र का उत्तर न दे या इसे अस्वीकार करें, तो उसकी प्रति और उन्हें स्पीड पोस्ट/पंजीकृत डाक द्वारा भेजे गए अनुस्मारकों की प्रतियां उनके डोजियर में यह सुनिश्चित करने के लिए रखी जाएं कि नियुक्ति का प्रस्ताव पत्र उन्हें भेजा गया था। कार्यभार ग्रहण न करने संबंधी / नियुक्ति प्रस्ताव को रद्द करने के कारण का स्पष्ट विवरण डोजियर के साथ इस विभाग को वापस भेजा जाए।

6. अभ्यर्थी को नियुक्ति प्रस्ताव भेजते समय नियुक्ति की शर्तों में यह शर्त भी जोड़ी जाए कि अभ्यर्थी को परिवीक्षा की अवधि के दौरान भारत सरकार द्वारा समय-समय पर जारी अनुदेशों के अनुसार शुरू किए गए कनिष्ठ अनुवाद अधिकारी के लिए प्रेरण प्रशिक्षण पाठ्यक्रम(INDUCTION TRAINING PROGRAMME) को सफलतापूर्वक पूर्ण करना अनिवार्य होगा। तत्पश्चात ही उनके स्थायीकरण पर विचार किया जाएगा।

7. इस कार्यालय ज्ञापन तथा डोजियर की पावती भी भेजी जाए।

संलग्न:-उपर्युक्तानुसार

राजेश कुमार  
10/5/2023

( राजेश कुमार )

सहायक निदेशक (सेवा)

फोन:-011-23438078

उप निदेशक (कार्मिक)  
नागर विमानन सुरक्षा ब्यूरो,  
नागर विमानन मंत्रालय, ए विंग, I-III फ्लोर, जनपथ भवन,  
जनपथ, नई दिल्ली-110001

स्पीड पोस्ट द्वारा

प्रतिलिपि सूचनार्थ :

1. श्री प्रतीक मिश्रा, 119/128 BAMBA ROAD, DARSHAN PURWA, DISTRICT-KANPUR NAGAR (UP), PIN-208012



HENRY HARVIN®

## OFFER LETTER

Date: 14-September-2022

Dear Aditi,

Kindly refer to your application for employment at Henry Harvin and our subsequent discussions. We are pleased to offer you employment with the following terms and conditions.

- **Designation:** Content Writer
- **Date of Joining:** 15- September - 2022
- **CTC :** 18k/Month
- **Note:**
  - A detailed brief on KRAs and scope of work will be given to you post joining
  - By accepting this offer letter, you agree to our Non-Disclosure Agreement, Non-Compete Agreement, Non-Solicitation Agreement, Confidentiality, and all other company policies as applicable to you from time to time.
  - The above-stated salary is subject to tax deductions and related deductions if any. This offer is subject to your background check which the company may do pre or post employment and in case of any negativity the company may take any necessary disciplinary action which may lead to termination. You shall be on probation for a period of Six (6) months.
  - You are requested to submit the required documents in original at the time of joining for verification and a copy of the same for submission.
  - Your appointment at Henry Harvin India Education LLP will be subject to ratification of the above. We look forward to welcoming you on board the Henry Harvin India Education LLP team.
  - **Leave & Holidays:** Total 30 days of leaves and holidays which includes 11 holidays (Diwali etc) and 19 leaves (includes all types) split over 12 months.
- **Job Details**
  - **No of Working Days:** 6 days/week
  - **Timing:** Flexible working hours
  - **Duration:** Minimum 8 hours per day plus lunch break (Approx 30 Minutes)
  - **Attendance Tool:** Worksnap, Ozonetel, Biometric and as applicable
  - **Shift :** Day Shift
  - **Weekly Off:** Will be confirmed post joining
  - **Location:** Work From Home

Ayushi Jain  
Team Leader  
Human Resources  
Henry Harvin

**DEPARTMENT OF EDUCATION**  
**B.Ed. II & M.Ed. II YEAR SESSION 2023-24**

Sl. No.	Name of Students Placed & Contact Details	Course	Programme Graduated From	Name of the Employer with Contact Detail	Pay Package at Appointment
1	ANUJ YADAV		M.Ed.	TGT-D.MANNIRANNAM ,D.COMMISSIONOR KVS NEW DELHI	AS PER GOVERNMENT RULE
2	AYUSHI SINGH		M.Ed.	PRIMARY-D.COMMISSIONOR KVS NEW DELHI	AS PER GOVERNMENT RULE
3	DILSHAD ALAM		M.Ed.	PGT-YOGENDRA PAL SINGH PRINCIPAL PMSHREE JAWAHAR NAVODAY VIDYALAYA UTTARAKHAND	AS PER GOVERNMENT RULE
4	MAHENDRA VERMA		M.Ed.	PRT-KVS REGIONAL OFFICE TINSUKIYA ASSAM	AS PER GOVERNMENT RULE
5	APARNA PILLAI		B.Ed.	NLK GROUP OF INSTITUTIONS	15000/- PER MONTH
6	ARVIND SINGH		B.Ed.	NLK GROUP OF INSTITUTIONS	15000/- PER MONTH
7	AANCHAL		B.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	18000/- PERMONTH
8	MAHIMA GOYAL		B.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	18000/- PERMONTH
9	VAISHNAVI DWIVEDI		B.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	18000/- PERMONTH
10	ANUBHUTI TIWARI		M.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	20,000/- per month

M-Ed-2023-24

REGISTERED NO. 11/2023

KENDRIYA VIDYALAYA SANGATHAN  
(REGIONAL OFFICE)  
CHENNAI

No. F. 17054/2023-24/KVS(Cher)/ 19311(P-4)

Dated: 30.11.2023

MEMORANDUM

**SUB: -OFFER OF APPOINTMENT TO THE POST OF Trained Graduate Teacher Mathematics.**

With reference to his/her application, Shri. ANUJ YADAV is hereby informed that he/she has been selected for appointment against a temporary post of **Trained Graduate Teacher Mathematics** in Kendriya Vidyalaya Sangathan in Level 7 in the pay matrix (Rs.44900-142400) (7<sup>th</sup> CPC) and initially posted at KENDRIYA VIDYALAYA NEYVELI LIGNITE CORPORATION, CHENNAI Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.

3. No TA/DA will be admissible while initially joining the Sangathan as **Trained Graduate Teacher Mathematics** at the place mentioned in the first para of this memorandum.

4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.

5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.

6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas as amended from time to time and relevant rules of Government of India. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002 and joining this scheme is compulsory.

7. He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by KVS (HQ) vide circular No.2-17/2003-04/KVS(Budget) dated 08/12.03.2004 and F. 2-17/2003-04/KVS(Budget) dated 24.12.2004.

8. The appointment is provisional and subject to the verification of the certificate(s) of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/ PwD/ EWS candidates issued by appropriate Govt. agencies. If the verification reveals that the claim to SC/ ST/ OBC/PwD/ EWS category, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

9. He/ she will fill up the character and antecedent's verification form along with recent photograph and will hand over the same to the Controlling Officer / Principal concerned.

 <p>केन्द्रीय विद्यालय संगठन</p>	<p><b>केन्द्रीय विद्यालय संगठन</b> KENDRIYA VIDYALAYA SANGATHAN</p> <p>क्षेत्रीय कार्यालय / REGIONAL OFFICE</p> <p>शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान / Autonomous body under Ministry of Education, Govt. of India</p> <p>E-Mail: <a href="mailto:acbhopal@yahoo.com">acbhopal@yahoo.com</a> Website: <a href="https://robbhopal.kvs.gov.in">https://robbhopal.kvs.gov.in</a></p>	<p>फोन 0755 - 2550728 (DC) 2551678 (ACB) 2551699 (AO / FO) फैक्स 0755 - 2553126</p> <p>मैदा मिल के सामने भोपाल - 462011 (M.P.) Opposite Maida Mill, Bhopal - 462 011 (M.P.)</p>
<p>फा. 14042/स्था./डी.आर./2023-24/के.वि.सं./भोपाल/10388 - 10390</p>		<p>दिनांक : 30/11/2023</p>

पंजीकृत/ स्पीड पोस्ट REGISTERED/ SPEED POST

### जापन

विषय : केन्द्रीय विद्यालय संगठन में प्राथमिक शिक्षक / PRIMARY TEACHER के पद हेतु नियुक्ति प्रस्ताव।

- श्री/श्रीमती/कुमारी **AYUSHI SINGH** को उपर्युक्त पद के लिए उनके आवेदन के संदर्भ में यह सूचित किया जाता है कि उन्हें केन्द्रीय विद्यालय संगठन में पे-मैट्रिक्स/लेवल 6 (7वें केन्द्रीय वेतन आयोग के अनुसार) में PRIMARY TEACHER के अस्थायी पद पर नियुक्ति हेतु चयनित किया गया है और वर्तमान में उन्हें CENTRAL जोन (ZONE) के अंतर्गत क्षेत्रीय कार्यालय भोपाल के अधीनस्थ केन्द्रीय विद्यालय पीएम श्री केन्द्रीय विद्यालय महु/ PM SHRI KENDRIYA VIDYALAYA MHOW में तैनात किया जाता है। वह केन्द्रीय विद्यालय संगठन के कार्मिकों को देय भर्तों तथा अन्य लाभों के हकदार होंगे / होंगी। अभ्यर्थी का यह नियुक्ति प्रस्ताव जिला चिकित्सा अधिकारी अथवा समकक्ष स्तर के चिकित्सा अधिकारी द्वारा जारी चिकित्सा स्वस्थता प्रमाण पत्र प्रस्तुत किए जाने की शर्त के अधीन है।
- यदि अभ्यर्थी महिला हैं तो उन्हें यह प्रमाणित करना होगा कि नियुक्ति प्रस्ताव स्वीकार करते समय वह गर्भवती नहीं हैं अथवा/यदि नियुक्ति प्रस्ताव स्वीकार करते समय चिकित्सकीय परीक्षण के उपरान्त वह 12 सप्ताह या उससे अधिक अवधि की गर्भवती पायी जाती हैं, तो यह अभ्यर्थी की स्वेच्छा पर होगा कि यदि वह चाहे तो अपनी प्रसूति होने तक नियुक्ति के पद पर पदभार ग्रहण करने से छूट प्राप्त कर सकती है। इसके अलावा यदि संबंधित महिला अभ्यर्थी ऐसी परिस्थिति में कार्यभार ग्रहण करने के लिए अपनी स्वेच्छा प्रकट करती है तो उसे सरकारी अस्पताल के मुख्य चिकित्सा अधिकारी (सी. एम. ओ.) से चिकित्सा योग्यता प्रमाण - पत्र प्रस्तुत करना होगा कि वह वर्तमान अवस्था में सौंपे गए कार्यों का निर्वहन करने के लिए योग्य है।
  - इस संगठन में PRIMARY TEACHER के पद पर प्रथम बार कार्यभार ग्रहण करने हेतु उन्हें कोई यात्रा भत्ता / दैनिक भत्ता देय नहीं होगा।
  - वह दो वर्षों की अवधि के लिए परिवीक्षा पर रहेंगी / रहेंगे, जिसे बढ़ाया भी जा सकता है। परिवीक्षा अवधि सफलतापूर्वक पूरा करने के बाद उन्हें केन्द्रीय विद्यालय संगठन के नियमानुसार स्थायी किया जाएगा।
  - परिवीक्षा अवधि के दौरान तथा उसके बाद (उनके स्थायी होने तक), कभी भी उनकी सेवाएं समाप्त की जा सकती हैं। नियुक्ति प्राधिकारी के पास यह अधिकार होगा कि वह, नियुक्त व्यक्ति की परिवीक्षा अवधि के दौरान बिना कोई कारण बताए सेवा समाप्त कर सकता है।
  - इस नियुक्ति की सेवाओं को शासित करने की अन्य निबंधन तथा शर्तें केन्द्रीय विद्यालय संगठन की शिक्षा संहिता (समय - समय पर यथासंशोधित) में दिए प्रावधानों के अनुसार होंगी। इस संगठन में "केन्द्रीय विद्यालय संगठन कर्मचारी कल्याण योजना" नामक एक कल्याण योजना दिनांक 01.04.2002 से प्रारंभ की गई है, और इस योजना में सभी को शामिल होना अनिवार्य है।
  - केन्द्रीय विद्यालय संगठन के परिपत्र संख्या 2-17/2003-04/KVS(Budget), दिनांक 08/12.03.2004 एवं F. 2-17/2003-04/KVS(Budget), दिनांक 24.12.2004 द्वारा परिचालित नई पुनर्संरचित परिभाषित अंशदायी पेंशन योजना (Restructured Defined Contribution Pension Scheme) के लिए वह पात्र होंगी / होंगे।
  - यह नियुक्ति अस्थायी है तथा अभ्यर्थी के अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / विकलांग (दिव्यांग) / नेत्रहीन इत्यादि (जो भी लागू हो) के उचित माध्यम द्वारा सत्यापन होने की शर्त के अधीन है। यदि सत्यापन के बाद पाया जाता है कि अभ्यर्थी के अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / विकलांग (दिव्यांग) / नेत्रहीन या जो भी लागू हो, होने का दावा मिथ्या है, तो बिना कोई कारण बताए उनकी सेवाएं तत्काल समाप्त कर दी जाएंगी। साथ ही भारतीय दंड संहिता के प्रावधानों के तहत मिथ्या/झूठे प्रमाण-पत्र प्रस्तुत करने के लिए आगे की कार्रवाई की जा सकती है।
  - उन्हें अपनी हाल ही की फोटो सहित चरित्र तथा पूर्ववृत्त सत्यापन फॉर्म भरकर संबंधित प्राचार्य को सौंपना होगा।
  - इस नियुक्ति प्रस्ताव या इस प्रस्ताव से उत्पन्न किसी संविदा अथवा सेवाओं के संदर्भ में केन्द्रीय विद्यालय संगठन के विरुद्ध किसी भी प्रकार के विवाद या दावे के मामले केवल दिल्ली स्थित न्यायालय क्षेत्राधिकार के अधीन ही होंगे।



पी एम श्री जवाहर नवोदय विद्यालय, पौड़ी  
गढ़वाल



PM Shri Jawahar Navodaya Vidyalaya, Pauri Garhwal

(शिक्षा मंत्रालय, भारत सरकार / Ministry of Education, Govt. of India)

पोस्ट- खैरासैण, जिला पौड़ी गढ़वाल उत्तराखण्ड- 246172

P.O. Khaira Sain Dist. Pauri Garhwal, Uttarakhand - 246172

फोन नं० / Phone No. 7618504170 ईमेल / E-mail - [jnvpaurigarhwal230@gmail.com](mailto:jnvpaurigarhwal230@gmail.com)

वेबसाइट / Website - <https://www.navodaya.gov.in/nvs/nvs-school/PAURIGARHWAL/en/home/>

F./Contract/JNV Pauri/2024-25/ 353

Date:02.07.2024

सेवा में,

दिलशाद आलम खान

Mob : 8858338047,

9839125213

विषय - संविदा आधार पर पी.जी.टी भौतिक विज्ञान के संबंध में ।

संदर्भ - F./contract./jnv pauri/2024-25/521

महोदय,

उपरोक्त संदर्भित पत्रानुसार आपको सूचित किया जाता है कि आपकी नियुक्ति इस विद्यालय में पी.जी.टी भौतिक विज्ञान के पद संविदा पर हुई है। इस संदर्भ में अपना सहमति पत्र विद्यालय मेल [jnvpaurigarhwal230@gmail.com](mailto:jnvpaurigarhwal230@gmail.com) पर तत्काल भेजना सुनिश्चित करें एवं दिनांक 06.08.2024 या उससे पूर्व विद्यालय में उपस्थित होकर कार्यभार ग्रहण करना सुनिश्चित करें।

सधन्यवाद ।

भवदीय,

( डॉ योगेन्द्र पाल सिंह )

प्राचार्य





# केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय  
KENDRIYA VIDYALAYA SANGATHAN

(An Autonomous Body under Ministry of Education, Govt. of India)  
क्षेत्रीय कार्यालय, तिनसुकिया (असम), REGIONAL OFFICE, TINSUKIA (ASSAM)

प्रांगण: केन्द्रीय विद्यालय तिनसुकिया / Campus: Kendriya Vidyalaya Tinsukia  
राजा अली रोड, नौ-पुखुरी, जिला तिनसुकिया - 786125 / Raja Ali Road, Nau-Pukhuri, Tinsukia - 786125

दूरभाष / Tel: 0374-2950031/2950032/2950033, Website: rotinsukia.kvs.gov.in ई-मेल / E-mail: newkvs@tinsukia@gmail.com

दिनांक:- 30.11.2023

पंजीकृत/तत्काल डाक

F. No. 42042/2023-24/के.वि.सं./क्षे.का./तिनसुकिया/प्रशा./नियुक्ति/9147-52

## ज्ञापन / MEMORANDUM

विषय: केन्द्रीय विद्यालय संगठन में प्राथमिक शिक्षक पद के लिए नियुक्ति प्रस्ताव / Offer of Appointment to the Post of PRT in Kendriya Vidyalaya Sangathan.

श्री/श्रीमती/कुमारी महेंद्र वर्मा को उपर्युक्त पद के लिए उनके आवेदन के संदर्भ में यह सूचित किया जाता है कि उन्हें केन्द्रीय विद्यालय संगठन में पे-मैट्रिक्स/लेवल Level-6 (Rs. 35400-112400) 7th केन्द्रीय वेतन आयोग के अनुसार में प्राथमिक शिक्षक के अस्थायी पद पर नियुक्ति हेतु चयनित किया गया है और वर्तमान में उन्हें क्षेत्रीय कार्यालय तिनसुकिया के अधीनस्थ केन्द्रीय विद्यालय क्र. 1, इम्फाल में तैनात किया जाता है। वह केन्द्रीय विद्यालय संगठन के कार्मिकों को देय भत्तों तथा अन्य लाभों के हकदार होंगे / होंगी। अभ्यर्थी का यह नियुक्ति प्रस्ताव जिला चिकित्सा अधिकारी अथवा समकक्ष स्तर के चिकित्सा अधिकारी द्वारा जारी चिकित्सा स्वस्थता प्रमाण पत्र प्रस्तुत किए जाने की शर्त के अधीन है। With reference to his/her application, Mr/Mrs/Ms. MAHENDRA VERMA is hereby informed that he/she has been selected for appointment against a temporary post of PRT in Kendriya Vidyalaya Sangathan in the pay matrix/level Level-6 (Rs. 35400-112400) (7th CPC) and initially posted at Kendriya Vidyalaya NO. 1, IMPHAL in Tinsukia Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

- यदि अभ्यर्थी महिला हैं तो उन्हें यह प्रमाणित करना होगा कि नियुक्ति प्रस्ताव स्वीकार करते समय वह गर्भवती नहीं हैं अथवा/यदि नियुक्ति प्रस्ताव स्वीकार करते समय चिकित्सकीय परीक्षण के उपरान्त वह 12 सप्ताह या उससे अधिक अवधि की गर्भवती पायी जाती हैं, तो यह अभ्यर्थी की स्वेच्छा पर होगा कि यदि वह चाहे तो अपनी प्रसूति होने तक नियुक्ति के पद पर पदभार ग्रहण करने से छूट प्राप्त कर सकती है। इसके अलावा यदि संबंधित महिला अभ्यर्थी ऐसी परिस्थिति में कार्यभार ग्रहण करने के लिए अपनी स्वेच्छा प्रकट करती है तो उसे सरकारी अस्पताल के मुख्य चिकित्सा अधिकारी (सी. एम. ओ.) से चिकित्सा योग्यता प्रमाण - पत्र प्रस्तुत करना होगा कि वह वर्तमान अवस्था में सौंपे गए कार्यों का निर्वहन करने के लिए योग्य है। If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.
- इस संगठन में प्राथमिक शिक्षक के पद पर प्रथम बार कार्यभार ग्रहण करने हेतु उन्हें कोई यात्रा भत्ता / दैनिक भत्ता देय नहीं होगा No TA/DA will be admissible while initially joining the Sangathan as PRT at the place mentioned in the first para of this memorandum.
- वह दो वर्षों की अवधि के लिए परिवीक्षा पर रहेंगी / रहेंगे, जिसे बढ़ाया भी जा सकता है। परिवीक्षा अवधि सफलतापूर्वक पूरा करने के बाद उन्हें केन्द्रीय विद्यालय संगठन के नियमानुसार स्थायी किया जाएगा। He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.
- परिवीक्षा अवधि के दौरान तथा उसके बाद (उनके स्थायी होने तक), कभी भी उनकी सेवाएं समाप्त की जा सकती हैं। नियुक्ति प्राधिकारी के पास यह अधिकार होगा कि वह, नियुक्त व्यक्ति की परिवीक्षा अवधि के दौरान बिना कोई कारण बताए सेवा समाप्त कर सकता है। During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.

C.S.J.M. UNIVERSITY, KANPUR					
SESSION - 2024-25					
PLACEMENT DRIVE - 04-04-2025					
Sl. No.	Candidate Name	Subject	Grade	Resident	Remark
1	KADAMBARI VISHWAKARMA	ARTS & CRAFTS	P.G. to PRIMARY	AFEEM KOTHI	BELOW AVG
2	AVLOK ASISH	CHEMISTRY	9 to 12	MANDHNA	AVG
3	KRISHNA SHARMA	MATHGS	9 to 12	MANDHNA	AVG
4	NEERAJ KUMAR	ECO	9 to 12		BELOW AVG
5	RANDHEER YADAV	MATHS	6 to 8	YASHODA NAGAR	BELOW AVG
6	TANUJ BAJPAI	ARTS & CRAFTS	6 to 8	NAUBASTA	AVG
7	SAHIL	ARTS & CRAFTS	6 to 8	CHAMAN GANJ	BELOW AVG
8	SHANYA MALVIYA	ENG, SCI & PRESCHOOL	6 to 8	SOUTER GANJ	GOOD
9	LAVANYAA SINGH	MATHS, SCI & PRESCHOOL	P.G. to PRIMARY	JAJMAU	ABOVE AVG
10	ANUBHUTI TIWARI	COMPUTER	6 to 10	LAL BANGLOW	GOOD
11	PRATIKSHA SINGH	NA	PRESCHOOL	AWAS VIKAS	AVG
12	SHREYA DIXIT	NA	PRESCHOOL	TEZAB MILL	AVG
13	NIRMAL PRAJAPATI	HISTORY	9 & 10	PANKI	AVG
14	MANJU SHARMA	COMPUTER & ENGLISH	6 to 8	SHASTRI NAGAR	BELOW AVG
15	EKTA YADAV	ENG	1 to V	AWAS VIKAS	GOOD
16	HIRA KATHERIA	ENG & ECO	6 to 10	MAINPURI	BELOW AVG
17	SHUBHI MISHRA	NA	PRESCHOOL	UNNAO	AVG
18	SHIV SINGH LODHI	MATHS	6 to 8	UNNAO	GOOD
19	PRAJWAL SINGH	MATHS	6 to 10	LOKMAN MOHAL	AVG
20	SADHNA KUSHWAHA	MATHS	6 to 10	MASWANPUR	AVG
21	AANCHAL	SCIENCE & ART	6 to 8	PANKI	GOOD
22	TARUN PANDEY	HISTORY & CIVICS	6 to 12	DEOKI NAGAR	AVG
23	ROLI PAL	HINDI & SANSKRIT	1 to 5	MASWANPUR	AVG
24	APARNA PILLAI	ENGLISH	6 to 8	KHEORA	GOOD
25	VAISHALI DWIVEDI	MATHS & SCIENCE	1 to 5	SHARDA NAGAR	AVG
26	AKANKSHA SHUKLA	ENGLISH & CIVICS	6 to 10	KALYANPUR	BELOW AVG
27	SHARDA KUMARI	HINDI & S.St.	6 to 8	KALYANPUR	BELOW AVG
28	PRABHAT Kr. SHUKLA	HINDI	6 to 12	LAL BANGLOW	AVG
29	VIDUSHI SHUKLA	GEOGRAPHY & S.St.	6 to 8	AZAD NAGAR	GOOD
30	MAHIMA GOYAL	HISTORY & S.St.	6 to 8	DEOKI NAGAR	GOOD
31	PARUL PAL	MATHS	6 to 8	KALYANPUR	AVG
32	SHWETA YADAV	MATHS & SCIENCE	6 to 8	CHAKERI	GOOD
33	VAISHNAVI DWIVEDI	CHEMISTRY/BIO	9 to 12	RATAN LAL NAGAR	GOOD
34	NEHARIKA KASHYAP	ENGLISH	6 to 8	PHEEL KHANA	GOOD
35	PRIYA YADAV	ENGLISH & S.St.	6 to 8	PANKI	AVG
36	SUPRIYA VERMA	ECO & BST	9 to 12	SHYAM NAGAR	AVG
37	PRIYANKA SINGH	MATHS & SCIENCE	9 to 12	JAWAHAR NAGAR	AVG

[illegible]

C.S.J.M. UNIVERSITY, KANPUR

SESSION - 2024-25

PLACEMENT DRIVE - 04-04-2025

[illegible]

Date: 27<sup>th</sup> August 2024

To: Mr./Ms. : Akanksha Singh

## **Letter of Employment**

Dear Mr./Ms. – Akanksha Singh

We are pleased to inform you and congratulate on your successful employment with our company! We are confirming your employment with our company subject to the following terms and conditions:

1. You are appointed as “**Graphic Designer**” with Metaspace Technologies Private Limited w.e.f. **27<sup>th</sup> August 2024**. Your position / designation can be changed by us at our discretion according to the nature of duties required of you from time to time, provided however that your emoluments shall not be adversely affected. Your base location is Noida.

### **2. Remuneration**

2.1 Your **CTC Salary would be INR 5, 96,000/-** annually before Tax.

2.2 Applicable income tax including surcharge, as payable on remuneration, shall be borne by you and shall be deducted at source.

2.3 The net amount payable to you shall be credited to your Bank Account or be paid by Cheque monthly.

2.4 You will be on probation for a period of 3 months in the first instance effective from the date of your joining. After the aforesaid period subject to your satisfactory performance of work, attendance, conduct etc, you may be confirmed or your probation term may be extended further for such period as the company may determine. However once you receive confirmation letter then only your services stands confirmed.

### **3. Termination**

3.1 This appointment can be terminated prior to the expiry of the period as aforesaid by the Company by giving you a notice in writing or payment of remuneration in lieu thereof and the services can be terminated by you by serving on the Company a notice of two month in writing or at the discretion of the Company by payment of remuneration in lieu thereof.

3.2 You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

#### **4. Company's rules, regulations etc.**

4.1 You will be governed by the Company's rules, regulations, instructions, conditions and standing orders that are prevalent or will be made from time to time by the management, as they are applicable to you.

4.2 The regular working hours of the company are 9.45 A.M to 6:30 P.M from Monday to Saturday. You will be required to work extra hours as and when required and informed by your senior.

4.3 The Company follows a strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

4.4 Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

4.5 If we found you are a non-performer or guilty of fraud, dishonest behavior, disobedience, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms, your services may be terminated without notice. For any losses on account of any of the above acts or any other acts of commission & omission the company shall be entitled to recover resulting damages from you.

#### **5. Confidentiality and Secrecy**

5.1 All information accessible to you in the course of your employment with the Company should be treated by you as strictly confidential and secret. Divulging or distribution of such information to other members of staff or any outside party is strictly forbidden and this restriction shall be binding on you even after termination of employment. This is a basic condition of your employment with the Company and the Company reserves the right when aggrieved to pursue this matter legally in the event of any violation of this condition on your part.

#### **6. Intellectual Property Right**

6.1 If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

#### **7. Access to Information**

7.1 Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

## 8. Security

8.1 Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

## 9. Other conditions

9.1 You will carry out your duties diligently as instructed by your superiors and will use your best endeavors to promote the interests of the Company.

9.2 While in service of the Company, you will not accept any further employment or carry on any business on your own account.

We congratulate you on your appointment and wish you a long and successful career with us. We assure you of our support for your professional development and growth.

Kindly sign and return the duplicate copy of this letter in token of your acceptance of the terms and conditions of employment as contained herein above.

For, METASPACE TECHNOLOGIES PRIVATE LIMITED

Metaspace Technologies Pvt. Ltd.

M. Talib

(HR Manager)

I accept the terms and conditions contained herein above.





# 4FOX BUSINESS SOLUTIONS PVT. LTD



INSPIRING GROWTH

Ref. No.:

Date: 16/2/23

## Letter of Appointment

Date: 16-02-2023  
Employee Name: Amrita Verma  
Employee Id: 4Fox142

We refer to the recent interview and are pleased to offer you employment with 4FOX BUSINESS SOLUTIONS PVT.LTD. on the following basis:

Job Title: Graphical Designer  
Department: E-Commerce Operation  
Work location: Kanpur  
Probation Period: Six Months

Your employment will commence from Friday, February 16<sup>th</sup>, 2024.

In addition to the above, we are pleased to attach the employment agreement, which includes the term and conditions applicable to you during your tenure of employment with 4 FOX BUSINESS SOLUTIONS PVT.LTD.

If you agree with the attached terms of employment, please signify your acceptance by signing the appointment letter and returning a duplicate copy to the Human Resource Department.


We look forward to you being a part of our team.  
Sincerely,

*Signature*  
16/02/2023

For 4 FOX BUSINESS SOLUTIONS PVT.LTD.

Employer:-

Management- 4 FOX BUSINESS SOLUTIONS PVT.LTD.

**From:** Rudra Khare rudra@mailminks.com   
**Subject:** Offer of Employment for Lead Graphic Designer  
**Date:** January 23, 2025 at 2:22 PM  
**To:** Chandsi Javed chandsijaved@gmail.com

RK

Dear Chandsi Javed,

We are thrilled to extend an offer for the position of Lead Graphic Designer – Email Template Designing at Mail Minks, Digimo Ecomi House LLP. Your expertise in graphic design and creative vision make you an excellent fit for this role, and we are confident in your ability to elevate our design standards.

Below are the terms of your employment:

1. Position: Lead Graphic Designer – Email Template Designing
2. Start Date: 1st February 2025 Or 1st March 2025
3. Work Schedule: Full-time, [Flexible Working Hours Monday to Saturday].

As the Lead Graphic Designer, your responsibilities will include:

- Creating innovative and visually compelling email templates.
- Collaborating with the marketing team to ensure brand consistency.
- Staying updated on design trends to deliver cutting-edge concepts.
- Meeting deadlines and maintaining the highest standards of quality.

We request that you review and reply to this email to confirm your acceptance. Kindly reply to this email by 26th Jan 2025 11:59 pm.

We are excited to welcome you to our team and look forward to the creative impact you will bring to Mail Minks, Digimo Ecomi House LLP.

Sincerely,

Rudra Khare  
CEO/ Founder  
Mail Minks, Digimo Ecomi House LLP



Mr. Kartikey Gautam  
50, F Block Panki Kala Kanpur Nagar  
Phone: 7317641198  
Email: gkartikey78@gmail.com

Date: 01/07/2024

**Subject: Offer Letter**

Dear Mr. Kartikey,

With reference to the interview you had with us, we are pleased to offer you as Graphic Designer, in CANVAS IDEA, at the company's Noida office. Mentioned below are the details regarding your position.

**Post:** Graphic Designer- Associate

**Location:** Noida

**Take Home:** 18000 during probation period of 6 months

**Joining Date:** 1st July 2024

**Terms and conditions:**

- You shall be on probation for a period of 6 (Six) months from the date of your joining and if found suitable, you shall be confirmed in your post at the end of probation period or earlier. However, if you are not found suitable for the post or your performance is not as per expectation, the company shall have the right to terminate your job by giving 7 days' notice to you during the probation period and thereafter by giving notice for one month.
- Your salary would be reviewed at the end of 6 months which will be on the basis of your performance.
- You will be required to sign various non-disclosures and other agreements as per the rules of the company from time to time.
- You will have to serve minimum service period agreement of 6 months
- Your present & primary work operation would be as mentioned above in the designation.  
We have noted that the understanding of the skill sets as mentioned in your CV is correct and you would be comfortable operating that.
- Your work will be assigned after your joining.
- Other details will be mentioned on the first day of your working.

Thanks, with best wishes

Monika Raj  
9810461430  
CANVAS IDEA



|| ॐ गणेशाय नमः ||  
GSTIN - 23AAJCD6878P1Z

# DAMAL INDUSTRIES PRIVATE LIMITED

Plot No. F-36, Food Park, Industrial Area, Village Kallukhapa, Pipariya, Hoshangabad – 461775 (M.P.)  
Contact No- 8287779773

## Offer Letter

Mr. Shyamu Kumar

Present Address: - 265 Gali No-2 Harijan Basti Devli Sangam Vihar Delhi -110080

Phone No: 6386542042

Dear **Shyamu Kumar**

We are delighted & excited to welcome you to Damal Industries **Graphic Designer** at Damal Industries, 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, and truly meaningful job experience with Damal Industries.

Offer Letter with Damal Industries will be effective from **20<sup>th</sup> January 2025**.

Your monthly remuneration will be **Rs. 32,000.00** which amounts to an annual compensation of **Rs.3, 84,000.00**

**On the Job, As a Graphic Designer You're expected to:**

- Branding & Visuals:** Design logos, marketing materials, and brand assets.
- Social Media Content:** Create engaging visuals for social platforms.
- Team Collaboration:** Ensure consistent brand identity across all designs.
- Creative Output:** Produce high-quality graphics for digital campaigns.
- Trend Awareness:** Stay updated on design trends and technologies.

Please note that your position will have a probation period of 3 months.

Congratulations!

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.

**Damal Industries**

**Damneesh Yadav**  
Director



# Sir Padampat Singhania Education Centre

Kamla Nagar, Kanpur - 208 005, Uttar Pradesh (INDIA)  
Affiliation No. 2130075



July 01, 2024

Mr. Raju William  
S/O Vinod Peter, 0, Azad Nagar Chillawan  
Manas Nagar  
Lucknow- 226023

## Sub.: Employment on a contractual basis

Sir

With reference to your application and subsequent interview with us, the management is pleased to appoint you in our school as Sculptor Artist for Shri Govind Hari Singhania Centre for Advanced Learning on a contractual basis on a consolidated salary of Rs. 25,000/- per month i.e. w.e.f. July 01, 2024, to June 30, 2025, on the following terms and conditions: -


1. This is a fixed-time contract appointment and will expire automatically on the due date.
2. You will report to the Principal / Vice Principal and discharge duties as per the direction of the reporting authority
3. Your services are subject to your medical fitness.
4. You shall be responsible for the safe custody of school records with you.
5. You shall always maintain integrity and devotion to duty and shall safeguard the interest of the institution.
6. You shall follow the duty hours specified for all other teaching staff members or as directed by the reporting authorities.
7. You shall be entitled to casual leave only in accordance with the school rules.
8. This contractual assignment can be discontinued/terminated at any time during this period on one month's notice from either side.

Please sign the duplicate copy of the appointment letter on a contractual basis, where indicated, and return it to the undersigned as your acceptance.

With best wishes,

Yours faithfully,

For Sir Padampat Singhania Education Centre

  
Satish Gupta  
Authorised Signatory

### Acceptance of offer of employment on a contractual basis

By signing and dating this letter below with free will/consent, I, Mr. Raju William accept the employment on a contractual basis in Sir Padampat Singhania Education Centre, Kanpur on the terms and conditions specified therein.

Signature: 

Date: 01/7/24



**Stimulus Research Research Services**

711A, TowerB, Advant Navis Business Park,  
Sector 142, Noida – 201305, India

To,

Nitin Yadav

**Subject: Appointment Letter for the Position of Graphic Designer**

Dear

We are pleased to offer you the position of **Graphic Designer** at **Stimulus**, effective from **12.12.2024**. Your skills and expertise align well with our company's vision, and we are excited to have you join our team.

**Terms of Employment-**


1. **Job Title:** Graphic Designer
2. **Reporting To:** Saurabh Sharma
3. **Work Location:** Noida
4. **Confidentiality & Non-Disclosure:** You shall maintain strict confidentiality of company data and intellectual property.
5. **Termination & Notice Period:** As per company policies, either party may terminate this employment with a notice period of 1 month.

We look forward to working with you and wish you success in your role at Stimulus.

Best Regards,  
Nimmi Singh

**Acknowledgement & Acceptance**

I, Nitin Yadav, accept the offer as per the terms and conditions stated above.

**Signature:**   
**Place:** Noida



**DEPARTMENT OF EDUCATION**  
**B.Ed. II & M.Ed. II YEAR SESSION 2023-24**

Sl. No.	Name of Students Placed & Contact Details	Course	Programme Graduated From	Name of the Employer with Contact Detail	Pay Package at Appointment
1	ANUJ YADAV		M.Ed.	TGT-D.MANNIRANNAM ,D.COMMISSIONOR KVS NEW DELHI	AS PER GOVERNMENT RULE
2	AYUSHI SINGH		M.Ed.	PRIMARY-D.COMMISSIONOR KVS NEW DELHI	AS PER GOVERNMENT RULE
3	DILSHAD ALAM		M.Ed.	PGT-YOGENDRA PAL SINGH PRINCIPAL PMSHREE JAWAHAR NAVODAY VIDYALAYA UTTARAKHAND	AS PER GOVERNMENT RULE
4	MAHENDRA VERMA		M.Ed.	PRT-KVS REGIONAL OFFICE TINSUKIYA ASSAM	AS PER GOVERNMENT RULE
5	APARNA PILLAI		B.Ed.	NLK GROUP OF INSTITUTIONS	15000/- PER MONTH
6	ARVIND SINGH		B.Ed.	NLK GROUP OF INSTITUTIONS	15000/- PER MONTH
7	AANCHAL		B.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	18000/- PERMONTH
8	MAHIMA GOYAL		B.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	18000/- PERMONTH
9	VAISHNAVI DWIVEDI		B.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	18000/- PERMONTH
10	ANUBHUTI TIWARI		M.Ed.	KATYAYAN PUBLIC SCHOOL KANPUR	20,000/- per month

M-Ed-2023-24

REGISTERED NO. 11/2023

KENDRIYA VIDYALAYA SANGATHAN  
(REGIONAL OFFICE)  
CHENNAI

No. F. 17054/2023-24/KVS(Cher)/ 19311(P-4)

Dated: 30.11.2023

MEMORANDUM

**SUB: -OFFER OF APPOINTMENT TO THE POST OF Trained Graduate Teacher Mathematics.**

With reference to his/her application, Shri. ANUJ YADAV is hereby informed that he/she has been selected for appointment against a temporary post of **Trained Graduate Teacher Mathematics** in Kendriya Vidyalaya Sangathan in Level 7 in the pay matrix (Rs.44900-142400) (7<sup>th</sup> CPC) and initially posted at KENDRIYA VIDYALAYA NEYVELI LIGNITE CORPORATION, CHENNAI Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.

3. No TA/DA will be admissible while initially joining the Sangathan as **Trained Graduate Teacher Mathematics** at the place mentioned in the first para of this memorandum.

4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.

5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.

6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas as amended from time to time and relevant rules of Government of India. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002 and joining this scheme is compulsory.

7. He/she will be eligible for the new Restructured Defined Contribution Pension Scheme only as circulated by KVS (HQ) vide circular No.2-17/2003-04/KVS(Budget) dated 08/12.03.2004 and F. 2-17/2003-04/KVS(Budget) dated 24.12.2004.

8. The appointment is provisional and subject to the verification of the certificate(s) of Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/ PwD/ EWS candidates issued by appropriate Govt. agencies. If the verification reveals that the claim to SC/ ST/ OBC/PwD/ EWS category, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

9. He/ she will fill up the character and antecedent's verification form along with recent photograph and will hand over the same to the Controlling Officer / Principal concerned.

 <p>केन्द्रीय विद्यालय संगठन</p>	<p><b>केन्द्रीय विद्यालय संगठन</b> KENDRIYA VIDYALAYA SANGATHAN</p> <p>क्षेत्रीय कार्यालय / REGIONAL OFFICE</p> <p>शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त संस्थान / Autonomous body under Ministry of Education, Govt. of India</p> <p>E-Mail: <a href="mailto:acbhopal@yahoo.com">acbhopal@yahoo.com</a> Website: <a href="https://robbhopal.kvs.gov.in">https://robbhopal.kvs.gov.in</a></p>	<p>फोन 0755 - 2550728 (DC) 2551678 (ACB) 2551699 (AO / FO) फैक्स 0755 - 2553126</p> <p>मैदा मिल के सामने भोपाल - 462011 (M.P.) Opposite Maida Mill, Bhopal - 462 011 (M.P.)</p>
<p>फा. 14042/स्था./डी.आर./2023-24/के.वि.सं./भोपाल/10388 - 10390</p>		<p>दिनांक : 30/11/2023</p>

पंजीकृत/ स्पीड पोस्ट REGISTERED/ SPEED POST

### जापन

**विषय : केन्द्रीय विद्यालय संगठन में प्राथमिक शिक्षक / PRIMARY TEACHER के पद हेतु नियुक्ति प्रस्ताव।**

- श्री/श्रीमती/कुमारी **AYUSHI SINGH** को उपर्युक्त पद के लिए उनके आवेदन के संदर्भ में यह सूचित किया जाता है कि उन्हें केन्द्रीय विद्यालय संगठन में पे-मैट्रिक्स/लेवल 6 (7वें केन्द्रीय वेतन आयोग के अनुसार) में PRIMARY TEACHER के अस्थायी पद पर नियुक्ति हेतु चयनित किया गया है और वर्तमान में उन्हें CENTRAL जोन (ZONE) के अंतर्गत क्षेत्रीय कार्यालय भोपाल के अधीनस्थ केन्द्रीय विद्यालय पीएम श्री केन्द्रीय विद्यालय महु/ PM SHRI KENDRIYA VIDYALAYA MHOW में तैनात किया जाता है। वह केन्द्रीय विद्यालय संगठन के कार्मिकों को देय भत्तों तथा अन्य लाभों के हकदार होंगे / होंगी। अभ्यर्थी का यह नियुक्ति प्रस्ताव जिला चिकित्सा अधिकारी अथवा समकक्ष स्तर के चिकित्सा अधिकारी द्वारा जारी चिकित्सा स्वस्थता प्रमाण पत्र प्रस्तुत किए जाने की शर्त के अधीन है।
- यदि अभ्यर्थी महिला हैं तो उन्हें यह प्रमाणित करना होगा कि नियुक्ति प्रस्ताव स्वीकार करते समय वह गर्भवती नहीं हैं अथवा/यदि नियुक्ति प्रस्ताव स्वीकार करते समय चिकित्सकीय परीक्षण के उपरान्त वह 12 सप्ताह या उससे अधिक अवधि की गर्भवती पायी जाती हैं, तो यह अभ्यर्थी की स्वेच्छा पर होगा कि यदि वह चाहे तो अपनी प्रसूति होने तक नियुक्ति के पद पर पदभार ग्रहण करने से छूट प्राप्त कर सकती है। इसके अलावा यदि संबंधित महिला अभ्यर्थी ऐसी परिस्थिति में कार्यभार ग्रहण करने के लिए अपनी स्वेच्छा प्रकट करती है तो उसे सरकारी अस्पताल के मुख्य चिकित्सा अधिकारी (सी. एम. ओ.) से चिकित्सा योग्यता प्रमाण - पत्र प्रस्तुत करना होगा कि वह वर्तमान अवस्था में सौंपे गए कार्यों का निर्वहन करने के लिए योग्य है।
  - इस संगठन में PRIMARY TEACHER के पद पर प्रथम बार कार्यभार ग्रहण करने हेतु उन्हें कोई यात्रा भत्ता / दैनिक भत्ता देय नहीं होगा।
  - वह दो वर्षों की अवधि के लिए परिवीक्षा पर रहेंगी / रहेंगे, जिसे बढ़ाया भी जा सकता है। परिवीक्षा अवधि सफलतापूर्वक पूरा करने के बाद उन्हें केन्द्रीय विद्यालय संगठन के नियमानुसार स्थायी किया जाएगा।
  - परिवीक्षा अवधि के दौरान तथा उसके बाद (उनके स्थायी होने तक), कभी भी उनकी सेवाएं समाप्त की जा सकती हैं। नियुक्ति प्राधिकारी के पास यह अधिकार होगा कि वह, नियुक्त व्यक्ति की परिवीक्षा अवधि के दौरान बिना कोई कारण बताए सेवा समाप्त कर सकता है।
  - इस नियुक्ति की सेवाओं को शासित करने की अन्य निबंधन तथा शर्तें केन्द्रीय विद्यालय संगठन की शिक्षा संहिता (समय - समय पर यथासंशोधित) में दिए प्रावधानों के अनुसार होंगी। इस संगठन में "केन्द्रीय विद्यालय संगठन कर्मचारी कल्याण योजना" नामक एक कल्याण योजना दिनांक 01.04.2002 से प्रारंभ की गई है, और इस योजना में सभी को शामिल होना अनिवार्य है।
  - केन्द्रीय विद्यालय संगठन के परिपत्र संख्या 2-17/2003-04/KVS(Budget), दिनांक 08/12.03.2004 एवं F. 2-17/2003-04/KVS(Budget), दिनांक 24.12.2004 द्वारा परिचालित नई पुनर्संरचित परिभाषित अंशदायी पेंशन योजना (Restructured Defined Contribution Pension Scheme) के लिए वह पात्र होंगी / होंगे।
  - यह नियुक्ति अस्थायी है तथा अभ्यर्थी के अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / विकलांग (दिव्यांग) / नेत्रहीन इत्यादि (जो भी लागू हो) के उचित माध्यम द्वारा सत्यापन होने की शर्त के अधीन है। यदि सत्यापन के बाद पाया जाता है कि अभ्यर्थी के अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग / विकलांग (दिव्यांग) / नेत्रहीन या जो भी लागू हो, होने का दावा मिथ्या है, तो बिना कोई कारण बताए उनकी सेवाएं तत्काल समाप्त कर दी जाएंगी। साथ ही भारतीय दंड संहिता के प्रावधानों के तहत मिथ्या/झूठे प्रमाण-पत्र प्रस्तुत करने के लिए आगे की कार्रवाई की जा सकती है।
  - उन्हें अपनी हाल ही की फोटो सहित चरित्र तथा पूर्ववृत्त सत्यापन फॉर्म भरकर संबंधित प्राचार्य को सौंपना होगा।
  - इस नियुक्ति प्रस्ताव या इस प्रस्ताव से उत्पन्न किसी संविदा अथवा सेवाओं के संदर्भ में केन्द्रीय विद्यालय संगठन के विरुद्ध किसी भी प्रकार के विवाद या दावे के मामले केवल दिल्ली स्थित न्यायालय क्षेत्राधिकार के अधीन ही होंगे।



पी एम श्री जवाहर नवोदय विद्यालय, पौड़ी  
गढ़वाल



PM Shri Jawahar Navodaya Vidyalaya, Pauri Garhwal

(शिक्षा मंत्रालय, भारत सरकार / Ministry of Education, Govt. of India)

पोस्ट- खैरासैण, जिला पौड़ी गढ़वाल उत्तराखण्ड- 246172

P.O. Khaira Sain Dist. Pauri Garhwal, Uttarakhand - 246172

फोन नं० / Phone No. 7618504170 ईमेल / E-mail - [jnvpaurigarhwal230@gmail.com](mailto:jnvpaurigarhwal230@gmail.com)

वेबसाइट / Website - <https://www.navodaya.gov.in/nvs/nvs-school/PAURIGARHWAL/en/home/>

F./Contract/JNV Pauri/2024-25/ 353

Date:02.07.2024

सेवा में,

दिलशाद आलम खान

Mob : 8858338047,

9839125213

विषय - संविदा आधार पर पी.जी.टी भौतिक विज्ञान के संबंध में ।

संदर्भ - F./contract./jnv pauri/2024-25/521

महोदय,

उपरोक्त संदर्भित पत्रानुसार आपको सूचित किया जाता है कि आपकी नियुक्ति इस विद्यालय में पी.जी.टी भौतिक विज्ञान के पद संविदा पर हुई है। इस संदर्भ में अपना सहमति पत्र विद्यालय मेल [jnvpaurigarhwal230@gmail.com](mailto:jnvpaurigarhwal230@gmail.com) पर तत्काल भेजना सुनिश्चित करें एवं दिनांक 06.08.2024 या उससे पूर्व विद्यालय में उपस्थित होकर कार्यभार ग्रहण करना सुनिश्चित करें।

सधन्यवाद ।

भवदीय,

( डॉ योगेन्द्र पाल सिंह )

प्राचार्य





# केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्त निकाय  
KENDRIYA VIDYALAYA SANGATHAN

(An Autonomous Body under Ministry of Education, Govt. of India)  
क्षेत्रीय कार्यालय, तिनसुकिया (असम), REGIONAL OFFICE, TINSUKIA (ASSAM)

प्रांगण: केन्द्रीय विद्यालय तिनसुकिया / Campus: Kendriya Vidyalaya Tinsukia  
राजा अली रोड, नौ-पुखुरी, जिला तिनसुकिया - 786125 / Raja Ali Road, Nau-Pukhuri, Tinsukia - 786125

दूरभाष / Tel: 0374-2950031/2950032/2950033, Website: rotinsukia.kvs.gov.in ई-मेल / E-mail: newkvs@tinsukia@gmail.com

दिनांक:- 30.11.2023

पंजीकृत/तत्काल डाक

F. No. 42042/2023-24/के.वि.सं./क्षे.का./तिनसुकिया/प्रशा./नियुक्ति/9147-52

## ज्ञापन / MEMORANDUM

विषय: केन्द्रीय विद्यालय संगठन में प्राथमिक शिक्षक पद के लिए नियुक्ति प्रस्ताव / Offer of Appointment to the Post of PRT in Kendriya Vidyalaya Sangathan.

श्री/श्रीमती/कुमारी महेंद्र वर्मा को उपर्युक्त पद के लिए उनके आवेदन के संदर्भ में यह सूचित किया जाता है कि उन्हें केन्द्रीय विद्यालय संगठन में पे-मैट्रिक्स/लेवल Level-6 (Rs. 35400-112400) 7th केन्द्रीय वेतन आयोग के अनुसार में प्राथमिक शिक्षक के अस्थायी पद पर नियुक्ति हेतु चयनित किया गया है और वर्तमान में उन्हें क्षेत्रीय कार्यालय तिनसुकिया के अधीनस्थ केन्द्रीय विद्यालय क्र. 1, इम्फाल में तैनात किया जाता है। वह केन्द्रीय विद्यालय संगठन के कार्मिकों को देय भत्तों तथा अन्य लाभों के हकदार होंगे / होंगी। अभ्यर्थी का यह नियुक्ति प्रस्ताव जिला चिकित्सा अधिकारी अथवा समकक्ष स्तर के चिकित्सा अधिकारी द्वारा जारी चिकित्सा स्वस्थता प्रमाण पत्र प्रस्तुत किए जाने की शर्त के अधीन है। With reference to his/her application, Mr/Mrs/Ms. MAHENDRA VERMA is hereby informed that he/she has been selected for appointment against a temporary post of PRT in Kendriya Vidyalaya Sangathan in the pay matrix/level Level-6 (Rs. 35400-112400) (7th CPC) and initially posted at Kendriya Vidyalaya NO. 1, IMPHAL in Tinsukia Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

- यदि अभ्यर्थी महिला हैं तो उन्हें यह प्रमाणित करना होगा कि नियुक्ति प्रस्ताव स्वीकार करते समय वह गर्भवती नहीं हैं अथवा/यदि नियुक्ति प्रस्ताव स्वीकार करते समय चिकित्सकीय परीक्षण के उपरान्त वह 12 सप्ताह या उससे अधिक अवधि की गर्भवती पायी जाती हैं, तो यह अभ्यर्थी की स्वेच्छा पर होगा कि यदि वह चाहे तो अपनी प्रसूति होने तक नियुक्ति के पद पर पदभार ग्रहण करने से छूट प्राप्त कर सकती है। इसके अलावा यदि संबंधित महिला अभ्यर्थी ऐसी परिस्थिति में कार्यभार ग्रहण करने के लिए अपनी स्वेच्छा प्रकट करती है तो उसे सरकारी अस्पताल के मुख्य चिकित्सा अधिकारी (सी. एम. ओ.) से, जो कि स्वास्थ्य योग्यता प्रमाण - पत्र प्रस्तुत करना होगा कि वह वर्तमान अवस्था में सौंपे गए कार्यों का निर्वहन करने के लिए योग्य है। If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.
- इस संगठन में प्राथमिक शिक्षक के पद पर प्रथम बार कार्यभार ग्रहण करने हेतु उन्हें कोई यात्रा भत्ता / दैनिक भत्ता देय नहीं होगा No TA/DA will be admissible while initially joining the Sangathan as PRT at the place mentioned in the first para of this memorandum.
- वह दो वर्षों की अवधि के लिए परिवीक्षा पर रहेंगी / रहेंगे, जिसे बढ़ाया भी जा सकता है। परिवीक्षा अवधि सफलतापूर्वक पूरा करने के बाद उन्हें केन्द्रीय विद्यालय संगठन के नियमानुसार स्थायी किया जाएगा। He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.
- परिवीक्षा अवधि के दौरान तथा उसके बाद (उनके स्थायी होने तक), कभी भी उनकी सेवाएं समाप्त की जा सकती हैं। नियुक्ति प्राधिकारी के पास यह अधिकार होगा कि वह, नियुक्त व्यक्ति की परिवीक्षा अवधि के दौरान बिना कोई कारण बताए सेवा समाप्त कर सकता है। During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.

C.S.J.M. UNIVERSITY, KANPUR					
SESSION - 2024-25					
PLACEMENT DRIVE - 04-04-2025					
Sl. No.	Candidate Name	Subject	Grade	Resident	Remark
1	KADAMBARI VISHWAKARMA	ARTS & CRAFTS	P.G. to PRIMARY	AFEEM KOTHI	BELOW AVG
2	AVLOK ASISH	CHEMISTRY	9 to 12	MANDHNA	AVG
3	KRISHNA SHARMA	MATHGS	9 to 12	MANDHNA	AVG
4	NEERAJ KUMAR	ECO	9 to 12		BELOW AVG
5	RANDHEER YADAV	MATHS	6 to 8	YASHODA NAGAR	BELOW AVG
6	TANUJ BAJPAI	ARTS & CRAFTS	6 to 8	NAUBASTA	AVG
7	SAHIL	ARTS & CRAFTS	6 to 8	CHAMAN GANJ	BELOW AVG
8	SHANYA MALVIYA	ENG, SCI & PRESCHOOL	6 to 8	SOUTER GANJ	GOOD
9	LAVANYAA SINGH	MATHS, SCI & PRESCHOOL	P.G. to PRIMARY	JAJMAU	ABOVE AVG
10	ANUBHUTI TIWARI	COMPUTER	6 to 10	LAL BANGLOW	GOOD
11	PRATIKSHA SINGH	NA	PRESCHOOL	AWAS VIKAS	AVG
12	SHREYA DIXIT	NA	PRESCHOOL	TEZAB MILL	AVG
13	NIRMAL PRAJAPATI	HISTORY	9 & 10	PANKI	AVG
14	MANJU SHARMA	COMPUTER & ENGLISH	6 to 8	SHASTRI NAGAR	BELOW AVG
15	EKTA YADAV	ENG	1 to V	AWAS VIKAS	GOOD
16	HIRA KATHERIA	ENG & ECO	6 to 10	MAINPURI	BELOW AVG
17	SHUBHI MISHRA	NA	PRESCHOOL	UNNAO	AVG
18	SHIV SINGH LODHI	MATHS	6 to 8	UNNAO	GOOD
19	PRAJWAL SINGH	MATHS	6 to 10	LOKMAN MOHAL	AVG
20	SADHNA KUSHWAHA	MATHS	6 to 10	MASWANPUR	AVG
21	AANCHAL	SCIENCE & ART	6 to 8	PANKI	GOOD
22	TARUN PANDEY	HISTORY & CIVICS	6 to 12	DEOKI NAGAR	AVG
23	ROLI PAL	HINDI & SANSKRIT	1 to 5	MASWANPUR	AVG
24	APARNA PILLAI	ENGLISH	6 to 8	KHEORA	GOOD
25	VAISHALI DWIVEDI	MATHS & SCIENCE	1 to 5	SHARDA NAGAR	AVG
26	AKANKSHA SHUKLA	ENGLISH & CIVICS	6 to 10	KALYANPUR	BELOW AVG
27	SHARDA KUMARI	HINDI & S.St.	6 to 8	KALYANPUR	BELOW AVG
28	PRABHAT Kr. SHUKLA	HINDI	6 to 12	LAL BANGLOW	AVG
29	VIDUSHI SHUKLA	GEOGRAPHY & S.St.	6 to 8	AZAD NAGAR	GOOD
30	MAHIMA GOYAL	HISTORY & S.St.	6 to 8	DEOKI NAGAR	GOOD
31	PARUL PAL	MATHS	6 to 8	KALYANPUR	AVG
32	SHWETA YADAV	MATHS & SCIENCE	6 to 8	CHAKERI	GOOD
33	VAISHNAVI DWIVEDI	CHEMISTRY/BIO	9 to 12	RATAN LAL NAGAR	GOOD
34	NEHARIKA KASHYAP	ENGLISH	6 to 8	PHEEL KHANA	GOOD
35	PRIYA YADAV	ENGLISH & S.St.	6 to 8	PANKI	AVG
36	SUPRIYA VERMA	ECO & BST	9 to 12	SHYAM NAGAR	AVG
37	PRIYANKA SINGH	MATHS & SCIENCE	9 to 12	JAWAHAR NAGAR	AVG

[illegible]

**C.S.J.M. UNIVERSITY, KANPUR**

SESSION - 2024-25

PLACEMENT DRIVE - 04-04-2025

[illegible]