



GNIOT

Group of Institutions
Greater Noida

Greater Noida Institute of Technology (Engg. Institute)

Approved by AICTE, New Delhi and Affiliated to AKTU, Lucknow

Identity Card / Library Card

July 2019 to June 2021

Adm No.: 190474

AKASH GUPTA

FATHER'S NAME : RAJESH GUPTA
BRANCH : MBA YR. 1st
ADDRESS : 527, GALI NO 9, MAHAVEER NAGAR,
BHARTHANA ETAWAH
UTTAR PRADESH 206242
CONTACT NO : 7275167950

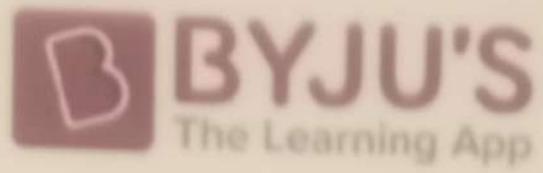


Director



Plot No. 7, Knowledge Park - II, Greater Noida (U.P.) 201310

Tel.: 0120-2328214/15/16, Email : director@gniot.net.in, www.gniot.net.in



AMAN SINGH

EMP ID NO : TNL21880680

BLOOD GROUP : A+

EMERGENCY NO : 9838889020

www.byjus.com



INCEPTOPLAST

PVT. LTD.

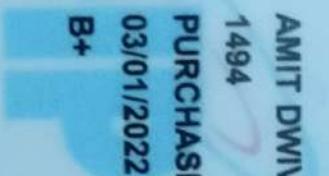
485/B-486 Amiltha, Chaubepur, NH-91, G.T. Road,

Kanpur - 209 203 (U.P.)

Emergency Contact No. : 0512-2334500



Name : **AMIT DWIVEDI**
Emp. Code : **1494**
Department : **PURCHASE**
D.O.J : **03/01/2022**
Blood Group : **B+**



Authorised Signatory

A handwritten signature in blue ink, appearing to be 'AM', is written over the 'Authorised Signatory' text.

WWW.TATAMOTORS.COMOFFER LETTER

Strictly Private and Confidential
Date: 16/08/2021

Ref : TMLSURJ163942WEST & SOUTH ZONE

NAME : MISS, APARNA TIWARI

MOBILE: 9335322733

DEAR -

We are pleased to offer you employment at Tata Motor Co. Ltd. We feel that your skills and background will be valuable assets to our team.

This offer is based on your profile and Telephonic interview in the selection process. You have been selected for the position of STORE MANAGER.

your gross salary including all benefits will be 3,42,000/- per annum, as per the terms and conditions set out herein. The gross salary mentioned above is Exclusive of the Variable Allowance becoming effective upon successful completion of the Initial Training Program which is mandatory.

Kindly confirm your acceptance of this offer online through replying on the mail or you can call the HR Department. If not accepted within 5 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

After 10 days will get verification call from backend after completion of verification you can start your training from provided training venue.

In case you have any feedback/ suggestion or have any query, feel free to contact any of the following individuals by mail / phone,

Mentioning your Full Name & unique Candidate ID Number (i.e., 8 character alpha numeric number mentioned between your Full Name and Address at the top of this page):



Dear **ASHISHRAI**

We are pleased to inform you that you have been selected for a job at **Concentrix**. The details of your employment along with the terms and conditions of the employment are mentioned in the Appointment Letter. Please read through all the clauses mentioned in the 'Appointment letter', 'Expectation Check Document' and other documents carefully before accepting the offer. To access the Appointment Letter e-offer, please access the below link . The signed copy of the Appointment Letter, Expectation check document and other documents must be submitted on the Day of Onboarding. These documents must be downloaded and a copy should be saved for future references. [Click here](#)

In the best interest, kindly accept the offer on the option given in the email.

We look forward to you being a part of **Concentrix** family.

Best Regards

Nikita



TRPC Service
Team Pvt. Ltd.



Name : Md Azeem Siddiqui
Blood Group : O +VE
Employee ID : 0788
Emergency No. : 9336846555

JMD Megapolis, Unit No. 630-637 A,
6th Floor, Tower A, Sector-48,
Sohna Road, Gurugram-122018, India
www.trpcweb.com

PHONE: [Edit](#)

+91-735-560-2198

EMAIL: [Edit](#)

jiyotima.tripathi@planetspark.in

FIRST NAME:

Jyotima

LAST NAME:

Tripathi

GENDER:

female

Permanent Address

House Number Street EWS 2865 AWAS VIKAS 3
City KANPUR

Residential Address

House Number Street EWS 2865 AWAS VIKAS 3
City KANPUR
State UTTAR PRADESH



CONCENTRIX™



Kajal

KAJAL JAISWAL

Date: 01 November 2021

Name: Manisha Basyal

Address: L8/1renusagar Colony Renusagar Sonebhadra, , , Sonbhadra, Uttar Pradesh - 231218

Dear Manisha Basyal

Sub: Apprentice Supplemental Letter

This Apprentice Supplemental Letter ("**Letter**") is to be read in conjunction with the Apprentice Contract Registration Form signed by you on 01 November 2021 with regard to your enrolment as Apprentice in Genpact India Private Limited (hereinafter the "**Company**").

This letter sets out the terms and conditions of the apprenticeship training with the Company. It is supplemental to the contract referred herein above, under Section 4 of the Apprentices Act, 1961 (hereinafter referred to as the "**Act**") and the Apprenticeship Rules, 1991 (hereinafter referred to as the ("**Rules**"); as amended from time to time) ("**Apprentices Contract**").

While enrolled with the Company as apprentice:

- You will abide by the policies including but not limited to Integrity@Genpact India Pvt. Ltd., code of conduct, rules and regulations of the Company in all matters of conduct and discipline; The policies, as they presently stand and as may be modified or framed from time to time, shall form an integral part of this engagement.
- You have received and read the Company's Information Security Policy and agree to comply with the terms and procedures mentioned therein.
- You acknowledge following the procedures laid down by the Company for raising concerns on policy violations.
- You will not be permitted to undertake any other full time or part time apprentice engagement or engage in any external activities of a commercial nature without prior written approval.
- Absence for a continuous period of eight (8) days without prior approval of your supervisor (including overstay of leave/training), would be treated as abandonment of apprenticeship training. The Company reserves the right to terminate the Apprentices Contract as per the laid down rules and procedures.
- If in the event, you want to discontinue the apprenticeship training which you are enrolled for, you are required to give one (1) month's prior notice to the Company in a written form in addition to complying with the Rules for termination of the Apprentices Contract.
- Except in the ordinary course of your training you shall not divulge to any third party/unauthorised person any information regarding the affairs or business matters of the Company (including its clients) or information of its clients, associated companies and not to divulge or disclose at any time Confidential Information¹ received as an apprentice during or after your enrolment. All information that comes to your knowledge by reasons

¹The Company generally considers "secret" and "confidential" information or data relating to the business, products, affairs and finances of the Company which is non-public, confidential, sensitive, is disclosed under circumstances that one would reasonably expect it to be confidential and/or proprietary in nature, regardless of whether such information or data is in (i) oral, written, machine readable, recorded, or maintained on other forms of electronic media or (ii) marked as such or (iii) owned, maintained and controlled by the Company or

of your enrolment with the Company as apprentice is deemed to be confidential and any breach thereof, shall be deemed to be a


01 November 2021

Genpact India Private Limited

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: 12A (Ground Floor),
Prakash Deep Building,
7, Tolstoy Marg, New Delhi-110001



MOHD. FAHAD

FRONT OFFICE

Code : 8930

Blood Group : B+ve

Ashish
Authorized Signatory

Regency Hospital, Kanpur T: 0512-3501111

PSIT
Kanpur



PRAGATI VEER SINGH

2101640700164

M.B.A.

Pranveer Singh Institute of Technology



31970

NH-2, Bhauti, Kanpur(UP)

TOLL FREE : +91 7670998888



CONCENTRIX



Rahul

RAHUL PRAJAPATI





Rajat Tiwari

Senior Executive - Business Development



Call



Whatsapp



E-Mail



Tradeindia (Infocom Network Private Ltd.)



<https://www.tradeindia.com>



rajat.tiwari@tradeindia.com



+916394145211



Plot No-93/94, Raina Tower, First Floor, Sec-136, Noida 201305

Add to Contact

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PROFILE



Name
Sakshi Gupta

Employee ID
CY2194

Primary Contact No.
8604485900

Company Email
Sakshi.g@cynethealth.com

Extension
—

Location
Noida

PERSONAL

Blood Group
—

Marital Status
—

Place of Birth
—

Religion
—

Date of Birth
27 DEC 1997

Marriage Date
—

Residential Status
—

Physically Challenged
No

Nationality
—

Spouse
—

Father Name
—

International Employee
No



BFS018559-4198895

Date: February 28, 2022
Saurabh Verma
Kanpur

Dear Saurabh

Sub: Appointment letter

We are pleased to offer you an appointment with Genpact ("Company") as **Senior Associate** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your annual Cost to Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **India>Gurugram>Gurgaon Badshahpur – IN Office**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any of its associated or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 Months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office – except while traveling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly off will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy- on the subject.
7. You will be on probation for six months from the date of joining, which may be extended by the Company at its discretion. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing. During the probation period, either party may terminate this contract by giving 60 (Sixty) days' notice in writing in the manner referred to in clause 9 or payment of 60 days salary in lieu thereof. If you choose not to serve the notice period, if applicable, the Company also reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

Genpact India Private Limited
CIN: U73100DL2005PTC307363
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,
Tolstoy Marg, New Delhi-110001



Mobile view



Edit





We understand your world

Shivanjali Bhattacharya

Customer Care Executive
Retail Branch Banking

Ground Floor, House No. 252A,
NH-19, Tehsil Akbarpur, Rania,
Kanpur - 209304 (U.P)

Mobile : +91-9140190911

Phone Banking : 9935903333

Email : shivanjali.bhattacharya@in.hdfcbank.com

Web : www.hdfcbank.com



Disclaimer:
 1. Any discrepancy in the content of this document shall be resolved at the discretion of the undersigned signatory of this document.
 2. The signatory of this document shall be deemed to be the authorized signatory of the Company.
 3. The signatory of this document shall be deemed to be the authorized signatory of the Company.



2/12



BUNCH MICROTECHNOLOGIES (P) LTD.
 (CIN # U80900DL2018PTC334559)
 Corporate Office: 1st Floor, D-8, Sector 3, Noida, UP-201301, India
 M # +91-9930050303 , +91-8800446892
 E-Mail # hr@classplus.co



LETTER OF EMPLOYMENT

Dear UTKARSH GUPTA

Date: 23-05-2022

We are pleased to offer you an opportunity to work at Bunch Microtechnologies Pvt. Ltd. in the position of Business Development Manager with effect from 01-06-2022.

This Letter of Employment lays down the terms and conditions of your employment with Bunch Microtechnologies Pvt. Ltd. ('Company' or 'Bunch'), which terms and conditions shall govern the nature and scope of your employment and shall be binding upon you and the Company.

1. TERM AND TENURE OF EMPLOYMENT

1.1 It is agreed that your employment with Bunch shall commence with effect from 01-06-2022 ('Commencement Date').

1.2 Your initial place of work shall be Multiple Cities, at the premises of the Company located at .. The Company reserves the right to place you at any of the Company's establishment including its successors or assigns, or affiliates or subsidiaries anywhere in India or abroad, as and when required by the Company. Your work location would be **Kanpur**.

2. APPOINTMENT

2.1 **Medical Fitness:** By accepting this Letter of Employment, you undertake that you are medically fit to effectively perform your duties for which you are employed or for any other assignment that may be given to you from time to time. You may be called upon to undergo medical examinations from time to time as per the applicable policies of the Company. In the event that any such examination reveals any prior ailment, including any physical or mental impairment, that prevents you from performing or discharging your duties effectively or which may put the health of other employees at risk, the same shall be a reasonable ground to terminate this Letter of Employment with immediate effect.

2.2 **Background Check:** Your employment with the Company is subject to the verification of your credentials, testimonials and other particulars provided by you in your application or at the time of interview or thereafter. If the particulars provided by you are found to be inaccurate, false or misleading, this Letter of Employment shall be deemed void.

3. COMMENCEMENT OF WORK, POSITION and OTHER OBLIGATIONS

3.1 On the Commencement Date, and subsequently over the course of your employment, you will report to Manvinder Singh or to anyone nominated by him/her, who shall be your supervising authority.

3.2 In your position and employment as Business Development Manager with the Company, you will be required to carry out functions and bear responsibilities. The scope of work to be performed by you shall be intimated to you by your supervising authority.

3.3 Your scope of work may be subject to suitable modification based with proper intimation to you of the same, which modification shall not entitle you to any additional compensation.

3.4 During the office hours, you will devote your full time to the work of the Company and will not undertake any other direct/indirect business or work honorary or on remuneration basis.

BUNCH MICROTECHNOLOGIES (P) LTD.
 (CIN # U80900DL2018PTC334559)
 Corporate Office: 1st Floor, D-8, Sector 3, Noida, UP-201301, India
 M # +91-9930050303 , +91-8800446892
 E-Mail # hr@classplus.co



3.5 You shall intimate any change of address during the course of your employment to the Company in writing within one (1) week from the date of such change and shall also get the change so effected recorded in the register maintained by the Company.

3.6 You will not seek membership of any local or public bodies without obtaining prior written permission of the Company.

3.7 You shall not accept any gratification or contribution or otherwise associate with the raising of any funds or make any other collections whether in cash or in kind in pursuance of any object, whatsoever, or accept or demand any subscription from any co-employee or staff-members of the management, third

WNS



WNS



**Vidhyottma
Garg**

376301

Emergency Call 9793226666
Blood Group O+VE

**Offer Letter**

Name: Vishakha Premi
Date: Wednesday, September 22, 2021

Dear Ms. **Vishakha Premi**,

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 6 weeks**, 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.

The **first 2 weeks of this training will be classroom training** at the Joining Location itself. It will then be followed by **4 weeks of "On-the-Job Training (OJT)"**, to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

1. Employment Details:

Department: Business Development (51000000)
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Reporting Time: 9:30 AM
Joining Location: Byjus Bangalore - Venus block, Prestige Tech Park, Outer Ring Rd, Kadubeesanahalli, Bengaluru, Karnataka 560087
OJT Training Location: Byjus - Bangalore
Role Location: IBC Knowledge Park, Bangalore

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 **Tuesday, September 28, 2021**. Your work location after conversion to the role of Business Development Associate would be **IBC Knowledge Park, Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) 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

Page 1 of 4

Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. 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: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your 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:

- Provident Fund;
- Income tax deducted at source at the rates applicable;
- Employment / professional taxes;
- Dues to Company including loans and advances; or
- 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 aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

Entrepreneurship & Management Processes International

EMPI Campus: Near CSKM Public School,

Satbari, Chattarpur, New Delhi-110074

Ph: 8800010971, 8800010972



Corporate & Centres of Excellence Heads

Founder Patron Chairman: Ajit N. Haksar
Chairman Emeritus, ITC Ltd.

Founder Group President: Gurnam Saran
EMPI Group of Institutions
Formerly: Director, BHEL, Sr. Mgmt. Consultant,
Commonwealth (UK) and President

President: Pankaj Saran
EMPI Group of Institutions
Hony. Consul General of St. Vincent & Grenadines
in the Republic of India
Director, AIC- EMPI; Co-Founder & Director, AP
Aerospace & Defence Electronics Park (AJV of AP
Govt. & EMPI Innovation Park)

Past Patron Chairman: Dr. D. V. Kapur
Founder Chairman, NTPC & Former Secretary,
Ministries of Power and Industry, GoI

Founder Patron Chairman: N. Vittal, IAS (Retd.)
Padma Bhushan Awardee
Former Chairman, Telecom Commission & Former
Secretary, Dept. of Electronics, GoI

Vice President: Dr. Ashok Jain
(Research & Acad. Dev.) EMPI,
Fmr. Director, NISTADS, GoI

Vice President: Dr. Abira Saran
EMPI Group of Institutions

PGDM (General Management)

Group Chairman: P. S. Bami
President, India Energy Forum
Former Chairman, NTPC

PGDM (Advertising Communication)

Founder Group Chairperson: Tara Sinha
Fmr. CEO, Tara Sinha Associates

PGDM (International Business)

Group Chairman: Dr. Ajay Sahai
Director General & CEO (Federation of Indian
Export Organisations)

PGDM (Human Resource Management)

Founder Group Chairman: Dr. Udai Pareek
Former Professor, IIM, Ahmedabad

Group Chairman:

Dr. T. V. Rao
Chairman, TVRLS Pvt. Ltd. and Professor, IIM,
Ahmedabad

PGDM (Research & Business Analytics)

Founder Group Chairman: N. Vittal, I.A.S.(Retd.)
Former Chairman, Telecom Commission & Former
Secretary, Dept. of Electronics, GoI

Please quote your Application Reference Number,
as mentioned below, in all further correspondence.

Dear Mr. / Ms.

Yashita Singh,

15/08/2022

1. With reference to your Application Reference Number PA/2224/0205
and your performance in WAT and Interview / Personality Profiling, we are pleased
to inform you that you have been selected for admission to the 2-Yr. Full Time **Post
Graduate Diploma in Management (PGDM)** Programme 2022-2024 of EMPI
Business School, approved by the All India Council for Technical Education (AICTE),
Ministry of Human Resource Development, Government of India, vide their reference
letter No.431/15-21/MCP(M)/95.

Your acceptance of this offer will be treated as confirmed on receipt of the following
documents duly signed by you alongwith the fees within the stipulated date:

- Undertaking
- 'Fees and Expenses Schedule for Year 2022 PGDM Programme' and
- Acceptance of the Offer

2. You are advised to complete the admission formalities and deposit all scheduled charges by
crossed NEFT/ RTGS/ Demand Draft drawn in favour of "EMPI PGI" payable at New Delhi
to cover the following expenses under (A), (B) & (C) below: (Failing this your candidature
will slide down in order of merit. Depending upon the availability of seats, reviving of offer
will call for payment of late grace fee).

A) Annual Academic Charges

- Academic / Tuition Charges.....Rs. 2,94,000/-
- Administrative & other Support ChargesRs. 88,000/-

Sub Total: Rs. 3,82,000/-

B) One time Academic Charges at the time of Admission

- Admission & Registration Charges.....Rs. 15,000/-

Total Academic Charges (A+B) Rs. 3, 97,000/-

C) Refundable / Adjustable Deposits 15,000/-

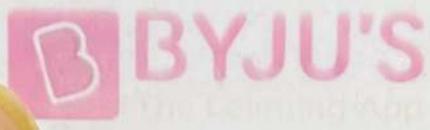
Grand Total (A+B+C) Rs. 4, 12,000/-

NEFT / RTGS Details

Account Name: EMPI - PGI
Account Number: 354301001544
Bank Name: ICICI Bank
IFSC Code: ICIC0003543
Branch: Chattarpur, New Delhi

Nurturing the Entrepreneurial Global Executive

E-mail: admission@empi.ac.in • Website: www.empi.ac.in



SHIVENDRA SINGH

EMP ID NO : TNL21879406

BLOOD GROUP : O-

EMERGENCY NO : 9651970134

www.byjus.com



FRINZA

Making Emotions Tangible

Anoop Singh

Account Manager

Frinza Pvt Ltd, #521, 5th Floor, Tower-3,
Sandeep square apt, Opp. Embassy
Tech Village (Back gate),
Kadubeesanahalli, Bengaluru,
Karnataka, INDIA - 560103



+91 9513840840

+91 9648834596



corporate@frinza.com

Employment offer with Aavnture Consulting

Date: January 17th 2022

Mr. Akriti Nigam
804F, Om Nagar Basharatpur,
Ward no. 5, Gorakhpur,
Gorakhpur, UP-273004, India.
+91 8318716194, 8896453746
akriti.nigam48@gmail.com

Dear Akriti,

I am delighted & excited to welcome you to Aavnture Consulting as a IT Recruiter. At Aavnture, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful employment* experience with Aavnture.

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

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

Congratulations!

DocuSigned by:

9BDCD654DE1644D...

1/16/2022

Rakesh Shetty
Sales Director

Employment offer with Aavnture Consulting

Annexure A

You shall be governed by the following terms and condition of service during your employment with Aavnture Consulting, and those may be amended from time to time.

You are being hired as a IT Recruiter and Mrs.Ratika Kaul would be your Reporting Manager and Mentor. As a IT Recruiter you would be responsible for sourcing good candidates from job Portal like Naukri and LinkedIn.

Your date of joining is 19/01/22.During this time you are expected to devote your time and efforts solely to Aavnture Consulting work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.

1. You will be working remotely for the duration of the employment. There will be catch ups scheduled with your mentor to discuss work progress, challenges and your viewpoints at regular intervals.
2. All the work that you will produce at or in relation to Aavnture Consulting will be the intellectual property of Aavnture Consulting. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
3. We take data privacy and security very seriously and to maintain confidentiality of any candidates, customers, clients, and companies' data and contact details that you may get access to during your employment will be your responsibility. Aavnture Consulting operates on **zero tolerance** principle with regard to any breach of data security guidelines. In case of seperation from employment you are expected to hand over all Aavnture Consulting work/data stored on your Personal Computer to your mentor and delete the same from your machine.

Employment offer with Aavnture Consulting

4. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.
5. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours.
6. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
7. Aavnture Consulting is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.
8. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
9. Have fun at what you do and do the right thing – both the principles are core of what Aavnture Consulting stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
10. You will be provided Rs.15,000 per month as salary. Additional Rs.500 would be given for office related expenses (phone calls, Internet etc.).
11. On every candidate closure done from your side, you will receive a commission of amount equal to
 - INR 2500 for Aavnture's invoice \leq INR 100,000
 - INR 5000 for Aavnture's invoice $>$ INR 100,000
12. At Aavnture Consulting we work 6 days a week. And the working timings are 10am to 6pm for Monday to Friday. On Saturdays the work timing are 10am to 2pm. On Saturdays in case you need to work till 6pm, additional half day salary would be given.
13. In a month 1 day paid leave is sanctioned, for absenteeism above that salary would be cut on prorated basis.

Employment offer with Aavnature Consulting

I have negotiated, agreed, read and understood all the terms and conditions of this employment offer letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

Date:

Signature:

Place:

Name:

Date : 28-Feb-2022

Employee Name : Ankit Tripathi

Employee Code : 7436

Subject : Confirmation Letter

Dear Ankit Tripathi,

Consequent to your completion of the probation period, we have the pleasure in informing you that your services are being confirmed as permanent with effect from 24-Feb-2022

Your notice period will be 60 days as per your grade 1B and all the other terms and conditions as detailed in your appointment letter remain unchanged.

We congratulate you on your confirmation and look forward to your valuable contributions. We wish you all the very best for a rewarding career with the organization.

Sincerely,

For AuthBridge Research Services Pvt Ltd.

Place : Gurugram

Date : 28-Feb-2022

*****This is a system generated letter and needs no signature*****

14th June 2022

OFFER LETTER

Dear **Anshika Bajpai**,

On behalf of IFORTIS WORLDWIDE, we are proud to offer you an internship in our organisation as **Human Resources - Trainee**.

During your training probation period, you must perform all duties and activities as assigned by the **Vimaldeep Kaur** to whom you will report.

You will be representing our brand and working in accordance with the goal of the business. You will be given numerous opportunities to demonstrate your leadership and management abilities. At the end of the term, you will receive a certificate describing your achievements and active participation based on your performance.

During your traineeship, you may have access to the Company's trade secrets and confidential business information. By accepting this offer, you agree to keep all of this information strictly confidential and to refrain from using it for personal gain or disclosing it to anyone outside the Company.

Furthermore, you agree that at the end of your internship, you will promptly return to the Company all of its property, equipment, and documents, including electronically stored information. The terms and conditions outlined in the **Agreement** will govern your appointment.

For **IFORTIS WORLDWIDE**,



Manager-HR



EMPOWERING THE GLOBE

Re: HR TRAINEE Agreement

As stated previously, we look forward to retaining you as an IFORTIS WORLDWIDE., ("IFORTIS WORLDWIDE" or the "Company") trainee to provide certain services to IFORTIS under the terms of this letter agreement (this "Agreement"). You and IFORTIS WORLDWIDE hereby agree as follows in exchange for good and valuable consideration and the terms and conditions of this Agreement, the sufficiency of which is hereby acknowledged:

1. Services, Term and Compensation.

a) Professional services. During the term of this Agreement, you agree to provide certain services to IFORTIS WORLDWIDE as specified herein (collectively, the "Services"). The following services will be provided:

(i) Adding new hiring information to our employee records, evaluating resumes, and scheduling interviews. Managing the team and ensuring that your team meets weekly business engagement metrics, Working with the management of IFORTIS WORLDWIDE to coordinate initiatives (this involves representing the company and speaking on its behalf), Managing leadership and accountability for your own group. (ii) Performing such other duties as may be mutually agreed upon in writing by you and IFORTIS WORLDWIDE. The manner and means by which you choose to perform the Services shall be in your discretion and control. In performing the Services, you agree to exercise the highest degree of professionalism and shall take no action that would be reasonably expected to adversely affect the reputation, trademarks or service-marks of IFORTIS WORLDWIDE, and shall utilize your independent judgment, expertise and creative talents. You agree not to delegate or sub-contract the performance of the Services to any other person or entity, unless expressly authorized by the Company in writing to do so. You agree not to enter into any contract or commitment or make any binding representations or warranties on behalf of the Company, or purport to have authority to do so, unless specifically authorized in writing by a duly authorized officer of the Company. In performing the Services, you shall use your own equipment and materials; provided, however, that from time to time, IFORTIS WORLDWIDE may make certain resources available to you as necessary for the performance of the Services.

b) Term. The term of this Agreement shall commence on the date listed at the top of this Agreement (titled, START DATE) and will continue for a **period of 1 months** (the "**Training Period**"). Either you or IFORTIS WORLDWIDE may terminate this Agreement at any time upon seven (7) working days' advance written notice to the other party, and to terminate the training Period immediately upon material breach of any obligations hereunder by the other party. The Company shall have no obligation to pay any further fees or amounts to you after the termination of the training Period, except fees (is applicable) for Services rendered through the date of such termination. This training Period can be extended based on your performance, the Company's plans and your interest in continuing your role. **If you leave the position before 1 month, you will be required to find a suitable replacement, as determined by the Company, to take your place. Without doing so, you will not be eligible to receive your Certificate of Internship/Participation/Excellence or Letter of Recommendation.**



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C) Independent Contractor Relationship. Both you and IFORTIS WORLDWIDE agree that your relationship with IFORTIS WORLDWIDE will be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employer-employee relationship, or any relationship other than as an independent contractor. As such, you shall not be entitled to participate in any employee benefit plan or receive any benefit available to employees of the Company, including insurance, worker's compensation, retirement, paid time off and vacation benefits.

2. Proprietary Information Agreement; Confidentiality. Any content, idea, or process you create for IFORTIS WORLDWIDE which is solely or jointly conceived, made, reduced to practice, or learned by you in the course of any Services performed for the Company is considered the Company's work product (" **Company Work Product**"). You hereby assign to the Company all right, title, and interest in and to Company Work Product and all applicable intellectual property rights related to Company Work Product, including without limitation, copyrights, trademarks, trade secrets, patents, moral rights, contract, and licensing rights (the "**Proprietary Rights**"). In addition, you hereby agree that during the term of this Agreement and thereafter that you will take all steps reasonably necessary to hold the Company's Proprietary Information (defined below) in trust and confidence, will not use Proprietary Information in any manner or for any purpose not expressly set forth in this Agreement, and will not disclose any such Proprietary Information to any third party without first obtaining the Company's express written consent on a case-by case basis.

3. Assignment. This Agreement may not be assigned by you without IFORTIS WORLDWIDE's express written consent. Any attempted assignment in violation of this provision will be null and void.

4. Dispute Resolution. Any claim, dispute, or controversy of whatever nature arising out of or relating to this Agreement, including, without limitation, any action or claim based on contract (including any claims of breach), tort, or statute, or concerning the interpretation, effect, termination, validity, making, or performance of this Agreement, shall be resolved by final, binding, and confidential arbitration before a single arbitrator selected through the then existing rules and procedures as set by IFORTIS WORLDWIDE.

5. Confidentiality. You agree to keep the terms of this Agreement strictly confidential, except for disclosure in confidence to your professional advisers under duty of confidentiality, and as may be required by applicable law.



EMPOWERING THE GLOBE

6. Miscellaneous. This Agreement, together with Exhibit A, represents the entire agreement between the parties regarding the subject matter hereof, and supersedes any other agreement oral or written with respect to such subject matter. This Agreement may only be modified or amended by a written agreement signed by both parties. If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, such determination shall not affect any other provision of this Agreement and the provision in question shall be modified so as to be rendered enforceable in a manner consistent with the intent of the parties insofar as possible under applicable law. This Agreement shall be construed and enforced in accordance with the laws without regard to conflicts of law principles. Any ambiguity in this Agreement shall not be construed against either party as the drafter. Any waiver of a breach of this Agreement, or rights hereunder, shall be in writing and shall not be deemed to be a waiver of any successive breach or rights hereunder.

We hope that your association with the Company will be successful and rewarding. If you wish to accept this Agreement under the terms described above, please sign and date it below and return a copy of the signed agreement to me. Please do not hesitate to contact us if you have any questions at info@ifortisworldwide.com.

Understood and Accepted By:

Signature: Signed digitally by Anshika Bajpai

Name: Anshika Bajpai

Date: 14th June 2022

[THIS SECTION WAS INTENDEDLY LEFT BLANK. EXHIBIT A COMES NEXT]



EMPOWERING THE GLOBE

Benefits:

Performance based Stipend: The company will evaluate the Stipend criterion of the eligible candidate based on merit and fulfillment with all Statement of purposes as issued by the company from time to time. A qualified candidate's stipend should be at least Rs.1000, and it will be assessed on the basis of 20% recruitment, 60% business management, and 20% professional ethics. All rights reserved by the company.

Traineeship Program: We offer hands-on training and experience in marketing, communication, branding, human resources, and entrepreneurship.

Certificate/Letter of Recommendation You will receive a Traineeship Completion Certificate if you do the bare minimum. However, if you go above and beyond and put in the necessary effort to succeed in this role, we will award you with a Certificate of Excellence. All of your accomplishments will be listed on these certificates, providing you with a record of your performance. Who knows, maybe we'll offer you a full-time job.

Exclusive occasions You will be invited to networking events and virtual parties to get closer to the IFORTIS WORLDWIDE community from all over the world. This is a fantastic opportunity to meet new people, have some fun, and share interesting stories and ideas.

Corporate Training Program Based on your performance, you will be nominated for the corporate training program.

Offer of Promotion/Employment You may also have an opportunity to apply for a full-time position. Opportunity to work on a diverse range of exciting projects.

[THIS SECTION WAS INTENDEDLY LEFT BLANK. EXHIBIT A COMES NEXT]



Aradhna Prajapati

Executive - Business Delivery

9984494428

prajapati.aradhna@indiamart.com



IndiaMART InterMESH limited

Assotech Business Cresterra, 6th Floor, Tower -2, Plot No. 22, Sector 135
Noida Uttar Pradesh, Pin-201305, India

Email: info@indiamart.com

Call Us: 09696969696



Date: 21st September 2021

Arti Shukla

**EWS 4044 Awas Vikas No. 3, Panki Road
Kalyanpur, Kanpur - 208017**

Dear Arti,

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

Designation	Executive
Date of joining	11 Oct'21
CTC on offer	INR 3,00,000
Base Location	Noida 135

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.

1. Your Annual Compensation shall be INR 3,00,000 (Three Lakh Only). The detailed Compensation Structure is attached herewith as “Annexure – I”.
2. As informed, your place of posting shall be at Noida 135. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company’s offices (Current or Future), worksites or assisted or affiliated Companies located within the country.
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. On the day of joining, you are requested to contact **Ayushi Gaur** working with us. She could be contacted **@9560068410**
5. 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.

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 – 10th, 12th, Under-graduation, Post-graduation(if applicable)
3. Proof of Permanent Address (Voter Id Card/ Driving License/ Aadhar Card/ Electricity bill/ Bank statement)
4. AadharCard
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

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

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.

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 Ms. Ayushi Gaur

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

Sincerely yours,
For IndiaMART InterMesh Ltd.



VP - Human Resources

Annexure – I

Name: Arti Shukla

Designation: Executive - Business Delivery

Salary- Breakup		
Component	Monthly (Rs)	Annual (Rs)
Basic	15010	180120
HRA	7505	90060
Bonus	932	11184
Executive Allowance	1553	18636
CTC	25000	300000

For IndiaMART InterMesh Ltd.



VP – HUMAN RESOURCES

APPOINTMENT LETTER



Date - 15/05/2022

**SALARY NOW
OKHLA, PHASE - 2,
INDUSTRIAL AREA
NEW DELHI-110020**

To,

Miss. Bushra Sajid,
Location – Okhla, Delhi

Dear Bushra,

Greetings from SALARY NOW!

We are pleased to offer the role of “**Document Verification Executive**” in our organization with the effect from “**28th March 2022 Monday**” on the following terms and conditions.

Position details -

You shall be designated as “**Document Verification Executive**” and shall be based at Okhla, phase-2, Delhi. Based on job requirements you should be ready to relocate or travel for work.

Working hours

For 9 hours (including lunch of 30 min) you are required to work on “**Monday to Saturday**” during “**09AM to 06 PM**” You agree to work for any additional hours if they need to perform your duties properly.

Salary, Compensation and benefits

You will be entitled to a Gross remuneration package which will be to **INR 1,80,000 Rs. per annum**. Salary will be credited to the bank a/c between 10th to 15th of every month.

The details pertaining to your remuneration are confidential and may strictly be treated as such, divulging which may lead to termination of employment. The company reserves its right to change the different components/ allowances/structure of the total emoluments package at its discretion at any time in the future.

Roles and responsibilities

- KYC Update
- Application handling
- Communication with the customer regarding banking services & its benefits.
- Maintain good relationship with the walk in customer
- In house banking job

COMPANY PROPERTY

Company will provide the employee required hardware and software for the work. Company provided hardware and software should be used solely for the company work. Employee agrees to return the Company property such as phone instrument and computer etc. at the time of termination. Intentional damage to company property will be deducted from the employee's pay prior to settlement. In case the employee fails to return the company property in good condition, the cost of the company property will be deducted from the employee's pay prior to settlement.

Confidentiality

You expressly affirm and agree that you shall treat as strictly confidential all records, data and other information that comes within your knowledge during the term of your Employment and 2 years from the expiry of and/or sooner termination of your Employment and shall not disclose any information to any other party or entity nor you shall take away at the time of termination of your Employment with the Company, for any purpose or use, any or all information (including that comprised in or derived from the information technology of all sectors, electronic intellectual property, manuals, instructions, catalogs, booklets, data disks, tapes, source codes, formula cards and flowcharts) relating to the business of the Company and the services provided or products manufactured and developed by the Company (hereinafter referred to as "Confidential Information"). That you shall promptly return to the Company all such Confidential Information and other assets of the Company. Any breach of

this condition would entitle the Company to take such action as would be appropriate in the circumstances and/or to claim damages.

Leave provisions

Casual Leave

- Employees can take 1 casual leave in a month.
- Casual leave cannot be carried forward or in cash next year.
- Employees who proceed on casual leave are required to apply in advance.
- An employee who has been away from work on medical grounds should submit
- An application for leave to his department at the time of resuming on work along with medical documents.
- In case of a situation where the employee is unable to report to work due to medical reasons, he/she should inform the line manager at least 1 hr. before the start of the normal working hours.
- In case the employee does not show any improvement in the behavior the necessary disciplinary actions may be taken as per the decision of the management
- In case of any unforeseen/ unfortunate circumstance the decision to approve any additional leave will be at the discretion of the Management.

Holidays

- The 3 national compulsory holidays will be observed, i.e. 26th January (Republic Day), 15th August (Independence Day) and 2nd October (Mahatma Gandhi's Jayanti). Apart from these Holidays, employees will be entitled to the holidays as decided by the Management.
- Holidays will be decided at the beginning of each year, keeping in mind local customs and practices followed.
- No changes will be considered once the holiday list is finalized.

Notice period

After the completion of your probationary period your services can be terminated by giving 1 month notice or salary in lieu thereof. In case of resignation from the services you shall serve a full notice period of 1 month. Leave or salary will not be adjusted against any shortfall in notice period. You are eligible for full and final settlement (F-N-F) only if you successfully survived your notice period.

Provision period

You'll be on probation for a period of "**6 months**" and would automatically become a permanent employee after successful completion of probation period with "Salary Now".

Kindly sign the duplicate copy of the letter in token of your acceptance and return the same to us for our records.

We welcome you to our organization and look forward to a manually rewarding association. We are looking forward to a quick response from you

Thanks and Regards,

SNEHA RAUNIYAR
HR MANAGER

SALARY NOW



MAY 21, 2022

OFFER LETTER

Dear Jaya Singh

Vinosha Portfolio Private Limited is pleased to offer you an internship opportunity as a **HR Intern**. This position is located in Noida, Uttar Pradesh.

For this position, your major duties will include:

- 1) Recruitment.
- 2) Sourcing candidates.
- 3) Screening resumes to match there quirements.
- 4) Communicating employer information and benefits during screening process.
- 5) Serving as a liaison with area employment agencies, colleges, and industry associations.

Your Date of Joining is 21-05-2022.

The total period of your internship is 60 days.

Your stipends will be INR 7,000. . We will provide NSE/ BSE Certification, a certificate of experience from Vinosha Portfolio Pvt. Ltd. and NGO certificate.

Kindly read below the **mandatory terms and conditions**:

Performance Evaluation:

*The performance of an intern will be evaluated on the basis of active candidates.

* Your initial target will be 30-35 active candidates to justify the salary, if the target is over achieved you will get performance bonus, in case if you are not able to achieve your initial target in that case you will get salary as per number of active candidate, falling below the belt of 40 percent you will not be entitled with salary reward.

*Excellent performing interns will also be rewarded with an opportunity of full time employment with Vinosha Portfolio Private Limited and the salary will depend upon the performance.

DUE DILIGENCE:-

You acknowledge and agree that you have had the opportunity to investigate fully this agreement and you have exercised due diligence investigating the agreement. You therefore acknowledge that except as provided in this agreement, no representation of any kind have been made to you with respect to the nature of your work ,the duration of employment ,amount payable as salary ,or any other conditions surrounding your agreement with Vinosha. If at any stage, during the tenure of your employment, it is

Vinosha Portfolio Pvt. Ltd.

C-56A/13, Unity Tech Park,
Sec – 62, Noida - 201309
Gautam Budh Nagar, UP

Tel & Fax :+918010124040

Mail: info@vinoshaportfolio.com

Facebook: [facebook.com/vigpl](https://www.facebook.com/vigpl)

Twiter: [@vigpl](https://twitter.com/vigpl)

Website:

www.vinoshaportfolio.com

found that any particulars or details furnished by you are incorrect and/or this appointment has been obtained by misrepresentation of facts, the appointment will be terminated without notice.

Recruitment:

An HR recruiter needs to hire and complete hiring process and share the daily report to get their presence marked as it is work from home and the incentive that we are providing is on target basis.

ABANDONMENT:

You shall not absent yourself from the services of the company without prior written permission on email or overstay the sanctioned leave. Any unauthorized absence for three or more consecutive days, will be deemed abandonment of the services voluntarily without due notice and may result in your name being stuck off the rolls.

The company shall be entitled to terminate your employment without notice or compensation in the following event(s):

- (a) Willful violation of the company rules.
- (b) On the grounds of non-performance, discipline, misconduct, fraud, theft attitude.
- (c) Unauthorized absence from duty.
- (d) Imprisonment or censure by a court of law.

DISCIPLINE:

*You will employ yourself efficiently and diligently to the best of your ability and will devote your whole time to the duties of the company and will not engage yourself directly or indirectly in any services, trade, business, vocation or occupation (including agency of any insurance company), or in advisory capacity and will not except in case of accident or illness certified by the competent medical authority absent yourself from duty without having first obtained permission from the company's authorized officers.

*Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct", misconduct shall include but be not limited to reasonable suspicion of, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

*You shall not absent yourself from the services of the company without prior written permission or overstay the sanctioned leave. Any unauthorized absence for three or more consecutive days, will be deemed to be abandonment of the services voluntarily without due notice and may result in your name being stuck off the rolls.

*You will treat all information, documents and papers and other matters coming to you from the company or due to your being employee/associate of the company, including the content of this letter, your remuneration and management. Notices specifying those days to be observed by the office/establishment as holidays shall be noticed from time to time but this will in no way prejudice the company's right to work on any or all the holidays as may be found necessary

Vinoshaportfolio Pvt. Ltd.
C-56A/13, Unity Tech Park,
Sec - 62, Noida - 201309
Gautam Budh Nagar, UP

Tel & Fax :+918010124040
Mail: info@vinoshaportfolio.com
Facebook: [facebook.com/vigpl](https://www.facebook.com/vigpl)
Twitter: [@vigpl](https://twitter.com/vigpl)

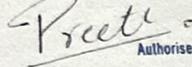
Website:
www.vinoshaportfolio.com

Kindly submit the following documents (If pending) to the HR person at the time of joining:

- 1) Educational documents i.e. mark sheets and certificates
- 2) Address proof and photo id proof
- 3) Experience Certificates (If any)

Congratulations and welcome to the team!

For VINOSHA PORTFOLIO PRIVATE LIMITED


Authorised Signatory

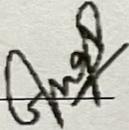
(Authorized Signatory)

Preeti Rawat

HR Manager

To Be Duly Signed By An Intern

I accept the offer above and will begin on 21/5/2022



Signature

21/5/2022

Date

Vinoshaportfolio Pvt. Ltd.
C-56A/13, Unity Tech Park,
Sec - 62, Noida - 201309
Gautam Budh Nagar, UP

Tel & Fax : +918010124040
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Facebook: [facebook.com/vigpl](https://www.facebook.com/vigpl)
Twitter: [@vigpl](https://twitter.com/vigpl)

Website:
www.vinoshaportfolio.com



KAUSHAL YADAV

MANDHANA KANPUR NAGAR

P : 7388279670

E : 21kaushalyadavmbaft@gmail.com

DOB : 02/12/1997

OBJECTIVE

My objective is to achieve perfection in my work through the process of constant improvement smart work vision combining with self motivation contribution best to the organisation.

EXPERIENCE

KANSAI NEROLAC PAINTS LIMITED (PRESENTLY WORKING)

Demand Generation Associate

PIDILITE INDUSTRIES

GUIDANCE ACADEMY

EDUCATION

CSJMU KANPUR

MBA (MARKETING & FINANCE)

2021

GOVT POLYTECHNIC KANPUR

P G DIPLOMA IN ACCOUNTANCY

2019

CSJMU KANPUR

Bsc

2017

UP BOARD

12th

2014

UP BOARD

10th

2012

LANGUAGE

HINDI, ENGLISH

ACTIVITIES

Reading books

Running

SKILLS

Market Research & Analysis, Costumer Relationship Management, Value based selling,

TECHNICAL SKILLS

CCC certificate

PROJECTS

INTERNET BANKING

OBJECTIVE OF INTERNET BANKING-

1. Eletronic banking has been in the form of automatic

teller machines and telephone transactions.

2. More recently it has been transferred by the internet a

new delivery channel for banking services that benefits

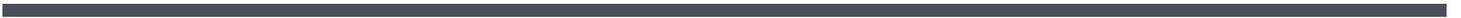
both costumers and bank.

INDUSTRIAL TRAINING

ALIMCO KANPUR NAGAR

DECLARATION

I declare that the above information's are true & fair in my knowledge. I can assure that if I get a chance, I will serve my best to give full Satisfaction. Hoping for a favorable reply. Thankyou .



Date:

Name: _____

Address: _____

Subject: Offer cum Appointment Letter

Dear _____

Congratulations!!

Pursuant to our discussions, we are pleased to offer you the position of _____ at
AuthBridge Research Services Pvt. Ltd., _____.

At AuthBridge, we believe in passion for Surpassing Goals, Innovative Thinking & Excellence in everything we do. As a result of which, AuthBridge has emerged as one of the pioneers in pre-employment screening industry and is recognized as the preferred choice of Corporates for employment verification across industries and levels, setting a global benchmark in solutions that build trust in people and alliances.

We, at AuthBridge welcome you to join us and embark up on this journey of becoming one of India's leading Background Screening Companies.

You are requested to join us on or before _____ at **AuthBridge Research Services Pvt. Ltd.**, _____ with the documents mentioned in the Annexure 2 to complete the joining formalities.

This Appointment is subject to the following terms and conditions:

1. Compensation

Your CTC will be as provided in the Salary Structure document attached herein which would be governed by Company policy. Please refer to Annexure 1 for your complete salary break up, these details are strictly confidential and must not be disclosed or discussed with others.

2. Place of Work

Your place of work will be _____

3. Probation Period and Confirmation

You will be on probation for a period of _____ months from the date of your joining duties, which may be extended further up to a maximum one-year period or reduced at the sole discretion of the company. At the end of the probation period your appointment shall be confirmed by the Company at its discretion subject to your performance meeting the req-uisite standards.

On successful completion of probation period, you will be confirmed by a letter to this effect issued to you by the management. Until you are issued a confirmation letter, you will continue to be on probation. The notice period during probation as per the grade will be of _____ days.

4. Transfers

Your services are transferable, and you may be assigned to any department, location, or group company of AuthBridge Research Services Private Limited. On transfers, you will be governed by the rules, regulations, and conditions of service of that department, location, or Group Company.

5. Working Hours

You will be expected to attend office - except when travelling on business during the working hours/shifts, as may be decided by the Company to complete your business duties. Your scheduled working hours will be 9 am to 6 pm/ on rotational shift basis, subject to changes from time to time as required for your job responsibility.

Except on office holidays, as from time to time notified by the company, you shall attend to work punctually and regularly and devote to your duties the whole of your time and attention and shall not without prior written consent of the company be engaged or interested either directly or indirectly in any trade, business or occupation whatsoever.

6. Severance from Employment

In the scenarios of voluntary resignation, the notice period as per the grade applicable will be _____ days post confirmation. The employer also will have to give applicable notice for terminating the services of an employee, except in cases of termination on account of misconduct(s).

However, the Management reserves the right to accept the payment of salary (last drawn salary or latest salary annexure issued) in lieu of the notice and at its sole discretion enforce the notice period. Also, at the time of leaving the services of the company you would have to ensure that all your ongoing activities are successful completed to the satisfaction of your manager.

AUTHBRIDGE RESEARCH SERVICES PVT LTD reserves the right to terminate your employment without any notice or payment of any kind whatsoever in lieu of notice or otherwise on grounds of policy, misconduct, act of dishonesty, disobedience, insubordination, integrity, unsatisfactory job performance, unauthorized absence from duty, irregularity in attendance, unpunctuality, or any other misdemeanor or neglect of duty or incompetence in discharge of duty on your part or breach of any terms and conditions and stipulations contained therein. However, before termination takes place, the employer will provide an opportunity of defense to the employee and will also consider the gravity of misconduct vis-a-vis the punishment.

7. Retirement

You will automatically retire on attaining the age of 58 years. You will be eligible for Retiral Benefits as applicable to your category of employees. You may be retired earlier if found medically unfit.

8. Leave

You will be eligible to avail Casual Leave, Earned Leave, and Sick Leave as per the company rules. All these rules are also subject to regulatory changes done by the relevant regulatory authorities from time to time. Leave will however be granted at the discretion of the Company and may be accumulated as per the rules. Earned leave is encashable as per the leave policy at the rate of last drawn salary and at the time of exit only.

9. Confidentiality and Other Terms

- a. You will not take any other employment or engage in any external activities of a commercial nature without prior written approval of the Company.
- b. Except in the proper discharge of your functions during your employment thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approvals. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- c. You will sign a "Non-disclosure Agreement" with the Company on the day of joining. You will be covered by the Company's Policies, code of conduct and other rules as applicable from time to time. The laws of India shall govern the terms of the employment and Courts in Gurgaon shall have exclusive jurisdiction.
- d. You shall confirm at the time of taking employment that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives.
- e. You will not (except in normal course of the company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press relating to company's products or to any matter with which the company may be concerned unless you have prior written permission from the company.
- f. Any violation of the above or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.

- g. Upon separation from the Company on account of either resignation or termination, you shall immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, electronic media, books, files, papers, training materials whether in hard or soft copy provided to you and/or in your possession or custody.
- h. All amounts payable to you shall be subject to deduction of income tax, as per government regulation at the rate applicable. Please note that the company shall not be liable for any misrepresentation of facts and figures by you, in regard to tax deduction during your previous employment.
- i. Even after separation from the company, on account of either resignation or termination, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approvals. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.

10. Internet Code of Conduct

- a. Employees accessing the Internet are representing the company. All communications should be for professional reasons. Employees are responsible for ensuring that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels or Messenger channels may be used to conduct the company's business or to gain technical or analytical advice. Databases may be accessed for information as needed. Emails may be used for business contacts.
- b. Use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with your productivity. Staff members on the internet shall not transmit copyright materials belonging to entities other than the company. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.
- c. Each employee is responsible for the content of all text. Audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. There will be no unauthorized downloading of the software. The company's proprietary reports, files, data and source code to any unauthorized person, group or organization through the Internet. This constitutes theft of company's property.
- d. The company recognizes that some use of the Internet for personal purposes is inevitable. Employee may use the Internet for personal messages in a "reasonable" manner after office hours. Employee borrowing the net for personal purpose should do so only during non-working hours with due respect to the Internet policies.

All other terms and conditions will be governed by the company's policies as stated from time to time.

The terms set out in this letter are for your guidance and are not fully comprehensive. You will be bound generally by the Company's Rules. The Company reserves the right to alter/rescind the rules at its discretion.

This appointment is issued on the information furnished by you to us in your job application form and otherwise and will be null and void if a material error (in the company's opinion) is discovered therein at any time.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions stated herein at the time of joining. Also, you are required to sign each page of the Offer Cum Appointment Letter.

This offer is valid subject to clearance of your background verification.

We welcome you and wish you every success in your career with AUTHBRIDGE RESEARCH SERVICES Pvt. Ltd.

Looking forward to having you with us.

Sincerely yours,
For Authbridge Research Services Pvt. Ltd.


9a2ef634-6f90-4dd4-b52c-79bd0a1a4b9c
Authorized Signatory

Accepted and Agreed
Prakash Gupta
e00426cc-4e75-4bd0-b503-db9ad6d14359
Employee's Signature

Annexure 1

Name: _____

Designation: _____

Components	Monthly	Annual	Description
Fixed Salary			
Basic			
HRA			
Special Allowance			
Incentive			
Total Fixed (A)			
Flexible Salary *			
Meal Pass			
Expenses Reimbursement			Payable against submission of bills
Total Flexible (B)			
Benefits			
EPF			
ESIC			
Gratuity			
Statutory Bonus			
Total Benefits (C)			
Total Gross(A+B+C)			
Variable Salary			
Variable Compensation (D)			To be disbursed as per policy
Total Cost to Company (A+B+C+D)			
Statutory Deductions (Other than IT)			
EPF			
ESIC			
Labour Welfare Fund			
Total Deductions (E)			
In-Hand Salary (A+B-E+D)			

Note: The explanation, terms & conditions related to the Variable Pay, ESI, Conveyance and Flexible Benefit will continue to be applicable as per company policy

Note: All other terms and conditions of your employment remain unchanged. You are advised to maintain strict confidentiality on your compensation; we view any non-adherence to this policy very seriously.



9a2ef634-6f90-4dd4-b52c-79bd0a1a4b9c

Authorized Signatory

Prakash Gupta

e00426cc-4e75-4bd0-b503-db9ad6d14359

Signature of Employee

Annexure 2

Documents that need to be submitted on link:

1. Education Qualification Certificates from 10th onwards
2. Copy of relieving letter for Each Employment
3. Last 3 Salary Slips for Current Employment
4. Address Proof
5. Passport Size Photographs
6. Copy of Photo ID card (PAN Card, Valid Passport, Driving License, Election Card)
7. Medical Certificate - Fitness

RISHABH SINGH SENGAR

rishabhsengar22@gmail.com | 8756739176

Sr. Business Development Executive

<https://www.linkedin.com/in/rishabh-singh-sengar-ab602a148>

78, Tilak Nagar, Orai (285001)

To work as a business development associate and utilize experience in building good relationships with customers, analyzing internal and external factors affecting business growth, and recommending solutions to improve sales and develop new products.

WORK EXPERIENCE

Senior Business Development Associate

Extramarks Education Pvt Ltd.

September 2021 – Dec2021

Achievements/Tasks

- Convince potential customers to fix direct meeting over telephonic conversation
- Responsible for weekly sales target, Also used to maintain data on CRM ie, Salesforce

Business Development Associate

BYJUS (Think & Learn Pvt. Ltd.)

April2021 – September 2021

Achievements/Tasks

- Manage sales cycle from prospect to closing independently, discuss progress with management and develop solutions to improve closing ratio.
- Manage day to day operational duties (manage and track sales lead flow, manage and maintain CRM databases, report weekly activities and accomplishments etc.)
- Lead and work with colleagues on business development related projects.

FOUNDER OF MIDTOWN TUTORIAL

2018 – 2019

- Mid- Town Tutorial is basically star-up started by me in 2018.
 - We used to provide home Tuitions and online classes in Kanpur.
 - We used to hire home tutors from indeed, Naukri.com and various Social media platforms.
 - We used to charge 60% of first month from Tuition fee from tutors and registration fee from parents.
-

SKILLS & CERTIFICATIONS

- Updating databases and using a customer relationship management (CRM) system i.e. Leadsquared
- Conducting research and analysing data to identify right cx for Direct Sales meeting.
- Extrovert and open-minded person who always searches an opportunity to learn anything.
- **Technical skills**
 - Proficient in **Microsoft Office** – Excel ,Power point & Word; **Google-** Docs, Sheets, Sliders &Form; Short movies (Animated)
- **Certificates/Courses**
 - CCC, Google Analytics, Google Digital Marketing

EDUCATION

CSJM University Campus, Kanpur (MBA, B.sc- IT)

MBA, Finance & Marketing – Aggregate 64%

2019-2021

Bachelor of Information Technology – Aggregate 50%

2015-2018

10th CBSE BOARD – Science with Mathematics- CGPA: 8.80/10 & 12th– PCM – Aggregate 78%

Interest : Anchoring in all the event organized in the college During the tenure of my MBA

Appointment Letter

Date:17-MAY-2022

To,
Mr.Rohit Goswami

Dear,

Based upon your application and subsequent interview, we are pleased to offer you the position for the post of **Sci. Sales Executive Mumbai** in **Aspiris Mankind (Sales division of Mankind Pharma Ltd.)** on the following terms and conditions:

1. **Date of Joining** : **14-MAY-2022**
2. **Designation** : **Sci. Sales Executive Mumbai**
3. **Department** : **Sales**
4. **HQ** : **Mumbai**
5. **COMPENSATION STRUCTURE:** You shall be placed in the appropriate band / responsibility level of the Company, and shall be entitled to compensation (salary and other applicable benefits) as governed by the rules of the Company on the subject, as applicable and/or amended hereafter. Please refer annexure-1 for detailed compensation structure.
6. **COMPANY RULES IN GENERAL:** You will be governed by the rules and regulation of the Company now in force and as revised from time to time.
 - a). The emoluments/benefits due to you shall be liable/ subject to tax in accordance with the provisions of the Income Tax Act and Rules made thereunder and any other legislation applicable in this regard and as may be in force from time to time.
 - b). In the matter of Provident Fund, E.S.I., Employees' Pension Scheme, Gratuity etc, you shall be governed by the Rules and regulations of the division and statutory provisions, if any, which are in force from time to time. Payment of Bonus (Including Special Bonus) is governed by Payment of Bonus Act 1965 as amended.
 - c). You shall be covered under Group Personal Accident Policy.
 - d). If at any time during the period of your employment you are found to be dishonest, disobedient, Intemperate, Irregular in attendance or at work or commit a breach of the terms of your employment, the Division shall not withstanding anything to the contrary that may be contained herein, be entitled to terminate your employment forthwith without any notice whatsoever or payment in lieu of notice and may deduct without prejudice to any of the rights and remedies which the Division may have against you from the emoluments, if any, then due to you, the amount of any loss the Division may have sustained has occurred shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever.

cont....2

FOR MANKIND PHARMA LTD.

Self-Attested _____

MANKIND PHARMA LTD.

D-205, 2nd Floor, Tower 2nd, Seawood Grand Central, Plot No. R1, Sector-40,
Seawood Railway Station, Nerul Node, Navi Mumbai-400706 Ph.:022-68832900


Authorised Signatory

-2-

In the event of your being found indulging in any acts of omission or commission constituting a misconduct including unwelcome physical contact and advances and/or a demand or request for sexual favours, and/or sexually coloured remarks/jokes, and/or showing pornography and/or any other physical, verbal or no-verbal Conduct of a sexual nature, which will tantamount to an act of moral turpitude, the Division has the right to suspend you, pending issue of charge sheet and inquiry and till its final disposal without any salary and allowance.

- e. For the purpose of counselling, you may be called upon to stop working in the field and attend counselling sessions by your superiors as and when called upon to do so or at H.O.
- f. You will be discharging your duties diligently and sincerely and will not divulge any secrets of the Division or its trade which may come to your knowledge during the course of your employment with the Division.
- g. You shall not publish or cause to be published any publication or contribute to any article or review to any newspaper, magazine or book, brochure or pamphlet or other publication in any way related to or concerning the Division's products or policies without prior clearance from the Division.
- h. You will not borrow or collect any money on Division's account from any dealer or doctor or other party. You shall not accept or undertake to accept either directly or indirectly any gift, commission or other favour of any kind whatsoever in connection with your work without the prior consent of the Division.
 - (i) You will undertake to adhere to such scheme/procedures as the Division may at its sole discretion introduce/withdraw/alter/modify from time to time.
 - (ii) You shall maintain normal disciplines and decorum while attending doctors, customers and in briefings, cycle meetings, etc.
 - (iii) In the event of your failure to fulfil all the above obligations, the Division shall be at liberty to treat you as absent from fieldwork unless all working reports are completed to the satisfaction of your superiors.
- i. Non-submission of DCR/non-submission of leave application/false reporting of calls in DCR and false claim through Tour Expense Statement is a serious misconduct which will render you liable for severe disciplinary action.
- j. It is ordinarily presumed that this contract of employment is renewed from time to time till you reach the age of superannuation on the understanding that your performance in the job is satisfactory and acceptable in all respects. You will be advised from time to time about your performance especially, if and when, it falls below satisfactory level. If the Management finds that you are incapable of performing the job/jobs assigned to you, in spite of best efforts on your part, the Management will be at liberty to terminate this contract of employment at any time on giving one month's notice or salary in lieu of such notice. In other words, it will be presumed that the contract has not been renewed from the date of such termination.
- k. You will be provided with necessary promotional material, identity/visiting cards, product literature, training manuals, stationery etc. In the event of your leaving the Division by way of resignation, retirement, termination or any reason whatsoever, you shall return all the Division's property in your possession such as and including printed stationery, unutilized samples, visual aids, detailing folders, guidebooks, promotional material, gadgets, detailing bag, identity cards, No Due Certificate from all stockiest, imprest, cash/advance, if any, and/or any other articles to the person nominated by the Division and your dues shall be settled only on receipt of the Division's property. In case, you fail to return the company's property including NO Dues Certificate, within 30 days from the date of relieving or the time prescribed under the applicable laws (whichever is less), the company shall recover the amount from your full and final settlement dues, without further reference / notice to you.

CONT..... 3

FOR MANKIND PHARMA LTD.



Authorised Signatory

Self Attested: _____

MANKIND PHARMA LTD.

D-205, 2nd Floor, Tower 2nd, Seawood Grand Central, Plot No. R1, Sector-40,
Seawood Railway Station, Nerul Node, Navi Mumbai-400706 Ph.:022-68832900

Regd. & Corp. Office : **MANKIND PHARMA LIMITED**, 208, Okhla Ind. Estate, Phase-3, New Delhi-110020

Phone : 011-46541400, 47476600 Fax : 011-46541382 CIN No.: U74899DL1991PLCo4483

E-mail : contact@mankindpharma.com www.mankindpharma.com

- I. You shall neither assign nor pledge to third parties including Wholesalers/C&F Agents, any financial or other benefits to which you are entitled under the terms of the Offices Employment/ Agreement/ Contract with the Division.
 - m. If at any time, the Management is not in a position to provide you work for trade reasons or business exigencies you may be laid off from work for reasonable time without any leave or compensation.
 - n. If any question of interpretation of any terms/conditions of your appointment/employment arises, the Division decision shall be final and binding on you.
 - o. You are required to submit the following documents on or before your date of joining.
 - (i) Certificate in support of the qualifications mentioned by you in your application.
 - (ii) Certificate supporting your date of birth/School leaving certificate.
 - p. You shall communicate to the division if there is any change in your address as well as personal status. All communications sent to you in normal course at the address given shall be deemed to have been served on you.
7. **DOUBLE EMPLOYMENT:** You are not allowed to work in any other place / Office / area for any remuneration while working in company's service for full time, nor shall hold any business, directly or indirectly.
8. **RULE REGARDING CONFIRMATION:** You will not be deemed to be permanent in the services of the Company unless you are so confirmed in writing. The aforesaid period can stretch from six month to one year and can also be extended at the discretion of the company. During this period:
- I. If anything will be found unethical you will be terminated without any prior notice or without assigning any reason.
 - II. You will not be entitled for any leaves except sick leave for which you have to provide medical certificate, but in other cases leave availed shall be counted as leave without pay.
 - III. **At the time of probation your performance will be under the review and if at any time it is found that your performance is unsatisfactory, your services can be terminated after giving you a notice period of 24 hrs.**
9. **AREA OF ACTIVITY AND TRANSFER:** Your headquarter for the time being will be as mentioned. Such territory as may be assigned to you by the Management. You are liable to be transferred, without any additional compensation, to any Area/Territory, other division of company in India whether existing or formed in future as the Management may from time to time deem necessary at their sole discretion. Your refusal to such transfer or in case you fail to report for duties at the transferred place will be considered, as your unwillingness to serve the company, and in such case, Management will be free to terminate your services by giving 24 hrs notice, provided that no such notice **shall be required to be given if your services are terminated when you are on training (probation).**
10. **RETIREMENT:** Without prejudice to any other rules and regulation of the company and any laws, you shall retire from the service of the company on completion of 25 years or on attaining the age of 60 years, which could be advanced subject to you being medically or physically found unfit. Whichever is earlier your services shall stand terminated on account of superannuation of the day following on completion of 25 years or on attaining the age of 60 years, whichever is earlier however the management reserves its right to extend the period of retirement and it will be the sole discretion of the management. The date of your birth will be counted by your educational certificates given by you at the time of employment with the company and will be final and binding on you.

CONT..... 4

FOR MANKIND PHARMA LTD.



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-4-

11. **ROTATION POLICY:** In the course of service without any prejudice to any other **Rules & Regulations** of the company, you may be asked to promote any product(s) of group or may be transferred to any division(s) of the group. Your unwillingness to accept the opportunity shall be treated disregard to company policy and management is free to take any disciplinary action for this.
12. **MEDICAL EXAMINATION:** You might be asked to undergo medical examination during the course of your employment as and when directed by the management.
13. **MISCONDUCT:** The following acts and omissions will be considered misconduct on the part of field member :
- Non fulfilment of rules and regulation of the company.
 - Double employment.
 - Refusing or avoiding transfers.
 - False reporting.
 - Misuse of physician's samples and promotional material.
 - Leaking confidential information.
 - Giving false information in application form and course of employment.
 - Disobeying the instructions or assignments given by seniors.
 - Non-participation in quarterly meeting, indoor refresher course and field refresher courses.
 - Fake billings and claiming expenses which were not borne by you in actual.
 - Bad administration work.
 - Demanding or accepting gifts/money in any form (loan or gift) from doctors / chemists / stockiest / C&F agents with whom the company has business contacts.
 - Indulging in coercive / wrong activities with any doctor / stockiest / dealer or any other employee of our company or any other company with in the establishment of the company or outside it.
 - Refusal for accepting charge sheet, order of suspension, notice & letters.
 - Any other activity which are against moral values.

If found guilty for any of the above mentioned misconduct, your services are liable to be terminated by way of dismissal without any notice or any compensation whatsoever.

14. **WORKING DAYS:**

- Working days are from Monday to Saturday.
- You will interview / interact a minimum average 15 doctors everyday keeping in mind the convenience of the doctors. These calls must be made as effective as possible.
- You will post daily reports, expenses statements, sample acknowledge form, market reports, stock & sales statement of your stockist, list of doctors not contacted and any other reports required by your managers / office at the intervals directed by them.
- Visit record should be maintained up to date at all time.
- All letters from the office must be acknowledged and attended to within 3 days from receipt of the letters.
- If the daily reports or other reports are not received by the company within 7 days from their scheduled dates, it shall be considered that you have remained unauthorised absent from work, not entitling you for any payments / remuneration, for the period for which the said reports are not submitted.

CONT..... 5

FOR MANKIND PHARMA LTD.

Self Attested: _____


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Seawood Railway Station, Nerul Node, Navi Mumbai-400706 Ph.:022-68832900

-5-

15. **PAID HOLIDAYS:** You will be eligible for ten paid holidays in a calendar year.
16. **ENQUIRY & PENALTY:** If anyone is found indulging in any type of misconduct stated above the Management have the right to initiate inquiry for the said misconduct, or you may be awarded with the following penalties depending on the nature & severity of the misconduct:
- Suspension
 - Dismissal
 - Compulsory Retirement
 - Termination
 - Withhold of increments or promotions.
 - Imposition of fine.
- The above penalties shall be final, conclusive and binding upon you in all respects and shall not be questioned by you on any grounds whatsoever.**
17. **LOSS OF LIEN:** If it is reported that you have remained absent without leave and without prior permission in writing from the Management for a continuous period of five days, you will be liable to lose your lien on your appointment, unless you explain to the satisfaction of the management about the grounds of your inability to resume your duty with sufficient proof. It is expressly agreed that the Management will be the sole judge about the explanation that may be tendered by you in this respect as to whether the same is to be accepted or not. If you remain absent at any time beyond the period of leave originally granted, or subsequently extended, you are liable to lose your lien on your appointment, unless you return within five days of the expiry of the sanctioned leave explain to the satisfaction of the Management your inability to resume your duty immediately on the expiry of your leave, but in such cases also the Management will be the sole judge to decide the validity of your explanation.
18. **RESIGNATION:** If you desire to leave the services you shall give one month's notice in writing to the company. If you leave the services without giving one month's notice, the company shall be entitled to deduct one month gross salary from your dues. In case of resignation tendered by you, you will not be relieved of your duties unless the resignation has been accepted in writing by the company and unless you handover complete charge of your job as well as materials, articles and things belonging to the company that may have come in your possession during your employment, to the Management or the superior concerned.
19. You are covered under category "Sales Man" as per Sales Promotion Employees Act. "Sales man" means any person by whatever name called employed or engaged in any establishment for hire or reward to do any work relating to promotion of sales or business as per the sales promotion employees Act, 1976, 2(d).
20. **JURISDICTION:** You will be governed by Head Office at Delhi. Your salary will be deemed to have been paid at Delhi and for all purpose, your appointment also will be deemed to have made at Delhi. In case of any dispute that may arise between you and the company in connection with any of the matters specified in this agreement, it is specifically agreed and understood by and between the parties that the courts situated in the city of Delhi alone will have jurisdiction to try and entertain such matters.

You are requested to implement the measures introduced by the management from time to time. Such changes can be in plans, procedures, systems required for the benefit of the company.

We hope this is beginning of your long and prosperous career with us.

Yours Sincerely

FOR MANKIND PHARMA LTD.



Authorised Signatory

Self Attested: _____

MANKIND PHARMA LTD.

D-205, 2nd Floor, Tower 2nd, Seawood Grand Central, Plot No. R1, Sector-40,
Seawood Railway Station, Nerul Node, Navi Mumbai-400706 Ph.:022-68832900

Mr.Rohit Goswami
Sci. Sales Executive Mumbai
Sales

Annexure 1

Following would be your CTC:

S.NO	SALARY HEADS	MONTHLY (RS.)	ANNUALLY (RS.)
A	FIXED COMPONENT		
1	Basic	10000	120000
2	House Rent Allowance	5000	60000
3	Child Education Allowance	200	2400
4	IMGI	3000	36000
5	Metro City Allowance	2000	24000
GROSS TOTAL		20200	242400
B	RETIRAL BENEFIT		
6	Gratuity	481	5772
7	PF	1800	21600
8	ESI	699	8388
C	OTHER BENEFIT		
9	Bonus	1157	13884
10	Special Bonus	1300	15600
11	Leave Travel Allowance	275	3300
12	Insurance Premium	25	300
GRAND TOTAL		25937	311244
IN WORDS	Rs Three Lakh Eleven Thousand Two Hundred Forty Four Only		

*You are also eligible for standard daily working allowances as per company policy applicable from time to time in the region of your posting.

Group Mediclaim Policy: Covers Self, Spouse, upto 2 children and 2 dependents subject to the limit defined in company policy.

Group Accident Insurance Policy: Coverage as per Company policy.

Please confirm your acceptance of the salary structure as attached in Annexure-1 by signing and returning this letter in duplicate for our records.

Acceptance:

FOR MANKIND PHARMA LTD.

Date:


Authorised Signatory

MANKIND PHARMA LTD.

D-205, 2nd Floor, Tower 2nd, Seawood Grand Central, Plot No. R1, Sector-40,
Seawood Railway Station, Nerul Node, Navi Mumbai-400706 Ph.:022-68832900

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“**Agreement**”) is entered into on **28-09-2021**, by and between:

Whitehat Education Technology Private Limited having its office at WeWork Chromium, 02B - 139, 2nd Floor, JVLR, Andheri East, Mumbai -400072 (“**Company**”; which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors-in-interest and assigns), of one part;

AND

Shivangi Gupta residing at 10A-1Aman patel Complex, Company Bagh , vishnupuri, HBTU, Kanpur - 208002, Uttar Pradesh, India (“**Employee**”); which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include their successors-in-interest and assigns) of the other part.

Company and the Employee may individually be referred to as “**Party**” and collectively as “**Parties**”.

WHEREAS, the Parties mutually desire to enter into this Agreement to define and set forth the terms and conditions (“**Terms & Conditions**”) of employment of the Employee by Company;

TERMS & CONDITIONS

1. Employment

Company hereby employs the Employee and the Employee hereby agrees to serve in such capacity, while s/he is employed by the Company. (“**Tenure**”)

The Employee hereby agrees that during the Tenure he/she shall devote his/her full business time to the affairs of Company and shall exercise such powers as may be assigned, conferred or vested in him/her by Company. The Employee shall also comply with all policies, procedures, rules and regulations, both written and oral, as are announced by Company from time to time.

The Employee shall be on probation for a period 3 (Three) months from the date of joining. Company reserves the right to further extend the probation period as per its discretion or terminate the Employee's employment, for any reason without notice or cause during the probationary period.

The Employee hereby undertakes and represents that he/she is not a party to any written or oral agreement with any third party that would restrict their ability to enter into this Agreement or to adhere and perform their obligations under this Agreement.

The Employee shall use best efforts to promote and protect the interests of and observe the utmost good faith towards Company.

2. Compensation

As full compensation for all services provided, the Employee shall be paid compensation as specified in Schedule A (“**Compensation**”).

The Compensation shall be reviewed on an annual basis subject to appraisal and performance of the Employee. Such Compensation shall be subject to applicable statutory deductions by Company.

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

3. Leaves

Employee will be entitled to leaves as governed by the Leave Policy in the company.

4. Role & Responsibilities

As a Executive - User Engagement, the Employee shall be required to perform the following duties and undertake the responsibilities as enumerated in Schedule B in a professional manner.

The Employee will be provided with a written performance appraisal at least once per year and the said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

5. Termination

During the probation period, either Party may terminate the employment for cause with immediate effect. On confirmation, either Party may terminate this Agreement upon a prior 30 (thirty) days written notice to the other Party. Company may terminate the employment without notice or payment, in lieu of notice for sufficient causes including but not limited to breach of any provisions contained, default or neglect in discharge of duties, underperformance, willful disobedience or committing a crime. Employee undertakes to amicably handover all pending work as instructed and shall co-operate fully for the same in the event of their termination or resignation. On resignation or termination of employment, and at any other time on request, Employee will deliver to Company any documents, information or other media in Employee's possession or control. In the course of employment, Employee may be provided laptops, cell phones and other related assets to use for completing their roles & responsibilities. Employee shall be solely responsible for any sort of damage including but not limited to theft occurring in relation to such assets.

The clauses of this Agreement which by their nature should survive termination shall survive such termination, including, without limitation, clause 6, 7, 10 & 11, 12, 13.

6. Confidentiality

All confidential and proprietary information and data belonging to Company which is non-public ("Confidential Information") be it specifically documented or not; include but are not limited to:

(a) Creative information, including symbols, photographs, animations, videos, models, techniques, experimental methods, designs, concepts, research, insights and other creations;

(b) Technical information, including research programs and methods, product development plans, functional and technical specifications, technology, inventions, ideas, concepts, drawings, designs, analysis, research, methods, techniques, processes, computer software, data, databases, flowcharts, patent applications, and other technical know-how and materials;

(c) Business information, including business plans, business strategies and/or data arising thereof, sales and marketing research, materials and plans, accounting and financial information, projections, performance results, cost data, customer information, personnel records and the like;

(d) Other valuable information of the Parties designated as confidential expressly or by the circumstances in which it is provided; and

(e) All proprietary information related to Company.

During and after the Tenure, the Employee shall not divulge or appropriate to his/her own use or to the use of others, in competition with Company, or to any other person any Confidential Information obtained by the Employee in any manner whatsoever. Upon termination of this Agreement or as otherwise requested by Company, the Employee shall promptly return to Company all items and copies containing or embodying Confidential Information without retaining any copies

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

with himself/herself.

To protect Company against any allegation of infringement by the unauthorized use of third party material, the Employee agrees that he shall not use or copy any information, which is confidential or proprietary to any third party without the prior written authorization.

7. Ownership of Property

All materials created or prepared by the Employee, including but not limited to ideas, inventions, designs, copyrightable works, trademarks and Confidential Information, whether independently or in co-operation with others, during the Tenure and/or in the course of employment with Company and/or before the execution of this Agreement but while in de-facto employment or discussions with the director of the Company, shall be considered works for hire (“Works”) and shall be owned solely by Company.

To confirm such ownership of Work, the Employee hereby assigns to Company, the entire right, title and interest that s/he may have to the Work, in India and throughout the world, without representation or warranty for perpetuity. The Employee shall not, in any manner whatsoever, use such Work for personal gains during or after the Tenure. The Employee hereby waives any right to and agrees that he shall not raise any objection or claims to the Indian Copyright Board or any other authority with respect to the ownership of the Works, under the provisions of Section 19A of India’s Copyright Act, 1957. It is further agreed between the Parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, the assignment under this Agreement shall not lapse nor the rights transferred therein revert to the Employee, even if the Company does not exercise the rights under this Agreement within a period of one (1) year from the date the assignment becomes effective.

Provided that, the Employee may display his/her Work in his/her portfolio with explicit written permission from Company.

The Employee acknowledges that the remuneration paid by the Company to the Employee, is a good, valuable and adequate consideration, to be bound by the terms and conditions of this Agreement including the assignment of Intellectual Property Rights and adhering to the restrictions set out elsewhere in this Agreement.

8. Other Employment

The Employee shall not involve himself/herself in any activities, which might interfere with or adversely affect the proper performance of work of Company nor undertake any other employment (whether temporary, permanent, paid or unpaid) without first obtaining written permission of Company.

9. Non-Assignment

The rights, interests or obligations of the Employee under this Agreement shall not be voluntarily or involuntarily assigned, alienated or encumbered.

10. Non-Compete & Non-Solicitation

The Employee undertakes to refrain from starting, carrying out or joining a business that directly or indirectly competes with the business activity of Company during the Term and for a period of 2(two) years from the date of termination of this Agreement.

The Employee shall not attempt to solicit the clients, customers, vendors, employees or other persons so connected with Company during or after the Term of this Agreement in any manner whatsoever. The Employee agrees that the obligations set forth in this Agreement and particularly in this Clause 10 are necessary and reasonable and undertakes to adhere to the same.

11. Indemnity

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

To the fullest extent of the law, Employee shall indemnify, defend and hold harmless the Company, its officers, employees, agents, representatives, consultants, and contractors from and against any and all loss, costs, penalties, fines, damages, claims, expenses (including attorney's fees) or liabilities arising out of, resulting from, or in connection with the Services contemplated by this Agreement.

12. Governing Law & Jurisdiction

This Agreement shall be subject to all the laws, rules, regulations and such other statutory enactment or amendment or modification or any approval of government of India that is in force from time to time.

All disputes, difference and or claims arising out of or relating to or in connection with this Agreement or the breach, termination or validity hereof shall be referred to a sole arbitrator, to be appointed by Company in accordance with the Arbitration and Conciliation Act 1996. The place of arbitration shall be Mumbai, India. The award given by the arbitrator shall be final and binding on all the Parties. The language of the arbitration proceedings and award shall be English.

Subject to above, the Parties hereby consent to and agree to submit to the exclusive jurisdiction of the courts of Mumbai, India.

13. Miscellaneous

(a) [In the event the Employee is granted any stock options in the Company, the terms and conditions of grant and/or exercise of such stock options shall be governed by the policy of the Company under which the stock options have been granted. Further, the Employee hereby agrees to be bound by the restriction and/or obligations (including but not limited to transfer restrictions) as provided in the Articles of the Company with respect to the stock options (or shares issued pursuant to exercise of the stock options) held by the Employee.]

(13.a.1) To apply to only those employees being granted employee stock options in the Company.

(b) This Agreement forms the entire agreement with respect to the subject matter thereof. Any modification, amendment or alteration in respect of this Agreement or any provision hereof shall not be valid or effective unless the same is/are reduced in writing and signed by the Parties hereto.

(c) In the event that any term of this Agreement is found to be void or otherwise unenforceable, such term shall be substituted with a valid or enforceable provision, which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision and the remainder of this Agreement shall remain valid and enforceable as is.

(d) Failure by any Party to enforce any of the terms of this Agreement shall not be construed as a waiver of any of the Party's right hereunder.

(e) Each Party will act in good faith in the performance of its respective responsibilities under this Agreement and will not unreasonably delay, condition or withhold the giving of any consent, decision or approval that is either requested or reasonably required by any other Party in order to perform its responsibilities.

(f) This Agreement is subject to force majeure.

(g) Any notice or other communication given to a Party under or in connection with this Agreement shall be in writing, addressed to that Party at its registered office or such other address as that Party may have specified to the other Party in writing in accordance with this Clause, and shall be delivered personally, or sent by pre-paid first class post or other next working day delivery service, commercial courier, fax or e-mail.

By acknowledging this Employment Agreement in HRMS, I hereby declare that all the terms and conditions mentioned in the said letter are accepted and is applicable to me in totality.

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED



For Whitehat Education Technology Pvt. Ltd.,

Poonam

POONAM THARAD
Global HR Head
Date: 22-10-2021

For Employee

Name: Shivangi Gupta
Date:

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Registered Office Address: 02B-139, Wing-A, 2nd Floor, WeWork Chromium, Near L&T Flyover, Milind Nagar, JVLR,
Mumbai- 400072, Maharashtra, India. email: info@whitehatjr.com CIN: U74999MH2018PTC315690

**SCHEDULE A
COMPENSATION**

- I. Fixed: INR 3,00,000 Per Annum
- II. Variable: Subject to performance evaluation and to management discretion. #Free Text for Variable#
- III. Other Bonus/Allowance: #Other Bonus#
- IV. Reimbursement: On the actual incurred basis

Component	ANNUAL (INR)	MONTHLY (INR)
Basic	1,20,000	10,000
HRA	60,000	5,000
LTA	60,000	5,000
Provident Fund	21,600	1,800
City Compensation Allowance	38,400	3,200
CTC	3,00,000	25,000

**SCHEDULE B
ROLES & RESPONSIBILITIES**

- (a) To carry out such duties & responsibilities as are necessary to act as Executive - User Engagement for the Company and any allied activities thereto.
- (b) Other duties as may arise from time to time and as may be assigned to the Employee.

**SCHEDULE C
EMPLOYEE DETAILS**

Name: Shivangi Gupta
 Date of Joining: 28-09-2021
 Designation: Executive - User Engagement
 Reporting Manager: Sansriti Bajoria
 PAN: CSWPG5455K
 Contact Number: 8707010076
 Current Address: 3A/256, Azad nagar, Vishnoi Dental, Kanpur - 208002, Uttar Pradesh, India

WHITEHAT EDUCATION TECHNOLOGY PRIVATE LIMITED

Date : 10-May-2022

Employee Name : Vaishnavi Prajapati

Employee Code : 7748

Subject : Confirmation Letter

Dear Vaishnavi Prajapati,

Consequent to your completion of the probation period, we have the pleasure in informing you that your services are being confirmed as permanent with effect from 10-May-2022

Your notice period will be 30 days as per your grade 1B and all the other terms and conditions as detailed in your appointment letter remain unchanged.

We congratulate you on your confirmation and look forward to your valuable contributions. We wish you all the very best for a rewarding career with the organization.

Sincerely,

For AuthBridge Research Services Pvt Ltd.

Place : Gurugram

Date : 10-May-2022

*****This is a system generated letter and needs no signature*****



APPOINTMENT LETTER

3 June, 2022

Dear **Vijeta Chauhan**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate Analyst** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-HR-Gurugram**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 115600**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **6 June, 2022** and You will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months notice .The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time. .
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **6 June, 2022** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Vijeta Chauhan

ANNEXURE I

Name	Vijeta Chauhan
Designation	Associate Analyst
Date Of Joining	6 June, 2022
Level	AA
Basic	115600
House Rent Allowance	57800
Bonus	23120
WBP	65320
PF	21600
Gratuity	5560
ESI	
Variable Pay	
Target Cost To Company (per Annum)	289000

ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Vijeta Chauhan**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

Name: Vijeta Chauhan

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Vijeta Chauhan**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Vijeta Chauhan

Signature: E-Signature Signature

Place: IN-HR-Gurugram

Date: E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

To

Date: 18th June '22

Co-ordinator - MBA
Head, Department of Humanities
SoHSS, HBTU, Kanpur

Subject: Confirmation of Summer Training

Dear Vivek,

We are pleased to inform you that **Mr. Vivek Yadav**, student of MBA –Harcourt Butler Technical University, has been selected for summer training w.e.f., **20th June'2022** to **20th Aug'2022**.

Please note that during the period of training, our organization will not reimburse any expenses towards stipend, traveling, board/lodging and also no remuneration shall be paid to him during this training period.

Please inform Vivek that during the period of assignment he may come across several company information, which are confidential and propriety in nature. He should not divulge/discuss the same with any unauthorized person/people. Any breach of confidentiality on his part will attract legal action against her as deemed appropriate under the law of the land.

You are requested to instruct **Mr. Vivek Yadav** to get in touch with the undersigned for further instructions in this regard.

Thanking You,



Abhinav Balwan
DGM- Human Resources
NIF Pvt. Ltd.