



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)

Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07



5.2.1 Number of placement of outgoing students during the year

<i>Year of Implementation</i>
2021-22



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

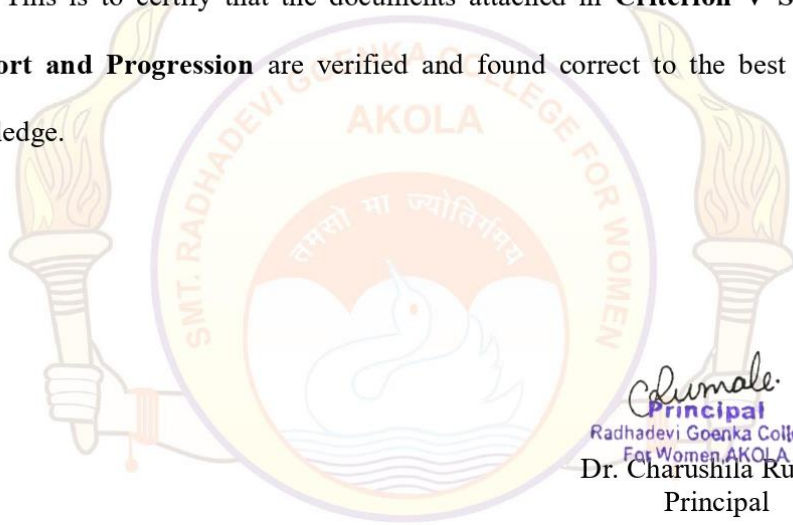
(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)

Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07



CERTIFICATE

This is to certify that the documents attached in **Criterion V Student Support and Progression** are verified and found correct to the best of my knowledge.



Dr. Charushila Kumale
Principal
Radhadevi Goenka College
For Women, AKOLA
Dr. Charushila Kumale
Principal

5.2.1

5.2.1.1 Number of outgoing students placed during the year

Sr. No	Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment Rs p.a
1	2021-22	Sarika Ravikumar Dubey 8657922750	B.Com	ICICI bank Limited	99864
2	2021-22	Anchal Vijay Shukla 9689420722	B.Com	IBM India Pvt. Ltd	330240
3	2021-22	Devyani Chandrashekhar Hatwalne 9923356318	B.Com	TCS Ltd.	123000
4	2021-22	Rucha Aniruddha Deshpande 9511254490	B.Com	TCS Ltd.	123000
5	2021-22	Nisha Prakash Chatarkar 7218174979	B.Com	TCS Ltd.	123000
6	2021-22	Nikita Sukhadev Dhole 8446300390	B.Com	TCS Ltd.	123000
7	2021-22	Shivani Sachin Sable 8412961285	B.Com	Altrust Technologies Pvt. Ltd.	141000
8	2021-22	Soniya Shivajirao Khedkar 9766736074	B.Com	Star Housing Finance Ltd.	96000
9	2021-22	Miss. Rutika Mishra 8237941604	BBA	Aditya Birla Capitals Akola	215000
10	2021-22	Miss. Madhyama Raut 8600274999	BA	Aditya Birla Capitals Akola	215000
11	2021-22	Miss. Priyanka Belkhede 7038548790	BBA	Aditya Birla Capitals Akola	215000
12	2021-22	Miss. Bharti Patil 8830010568	MSc	GMC Akola	40000
13	2021-22	Miss. Apeksha Changle 9422090053	MSc	Cloudnine Unit of Kids Clinic Pvt. Ltd.	225000
14	2021-22	Miss. Achal Agrawal 7262984462	BCom	Tax Consultant Nandura,	60000

15	2021-22	Miss. Chaitali Khandera 9860171978	BCom	Byju's Bangalore	575000
16	2021-22	Miss. Punam Lunge 9860962229	MSc	Dietician, Wardha Government Hospital	231000
17	2021-22	Miss. Shradhha Deshmukh 8208170126	MSc	Agriculture Specialist Officer	650000
18	2021-22	Miss. Arshi Dhokadia	BCom	Upgrad Education Pvt. Ltd.	643500
19	2021-22	Miss. Payal Nimbalkar 7498051505	BA	Quess Corp. Limited	120000
20	2021-22	Miss. Jaya Manjare 8805646531	BCom	ICICI bank Limited	99864
21	2021-22	Mrs. Sapana Iche	Asst. Prof.	Smt. RDG College akola	100000
22	2021-22	Kalpana Gorale	Asst. Prof.	Smt. RDG College akola	100000
23	2021-22	Miss. Ankita Gajanan Rajurkar	COPA	Sr. DFM Office, SECR, Nagpur	100000
24	2021-22	Ku. Neha Suresh Gulhane	Office Asst.	Dr. U. Karale Day Care Unit.	36000
25	2021-22	Pooja Band	Bar Association	High Courth, Nagpur	50000

Mark lists and Offer Letters of the Students



PRIVATE AND CONFIDENTIAL

Reference No. - 1384144946

Applicant ID - 4946816

21-Dec-2021

Sarika Ravikumar Dubey

Dear Sarika,

We take great pleasure in extending an offer to you for being a part of ICICI Bank. You will be placed in Branch Banking Dept at MUMBAI SUBURB - P333_BR - 6. Your internship would take place at MUMBAI SUBURB - P333_BR - 6. Please note that your appointment is subject to your successful completion of the Post Graduate Diploma in Sales and Relationship Banking.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join our Bank on 27-Dec-2021 initially as a Trainee.
- You will be required to complete the on-the-job training for a period of three months immediately on joining.
- You will also be required to complete the mandatory NISM certification along with other evaluation process during the three months on-the-job training period to be eligible for Grade Confirmation.
- On successful completion of the three months' on-the-job training and NISM Certification, you will be placed in the grade of Senior Officer in the Bank.
- In the event of your not successfully completing the on-the-job training as per assessment of the Bank or failure to complete NISM Certification, this offer of appointment to place you in the grade of Senior Officer shall stand withdrawn and you shall continue to be in a position of Trainee till such period as decided by the bank.
- After completion of on-the-job training and NISM Certification, you will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation, your service with the Bank shall be confirmed, and communicated in writing to you.

Remuneration:

- (a) During Training Period
- You will be paid an all-inclusive lump sum stipend of Rs. 7,600/- (Rupees Seven Thousand Six Hundred only) per month.
- (b) On successful completion of on-the-job training period as Senior Officer.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodara 390007, India.



: 2 :

Reference No. - 1384144946

Sarika Ravikumar Dubey

- Your Base Salary will be Rs. 76,200/- (Rupees Seventy-Six Thousand and Two Hundred only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 99,900/- (Rupees Ninety-Nine Thousand and Nine Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty-Eight Thousand and one Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 11,430/- (Rupees Eleven Thousand Four Hundred and Thirty only) per annum.

Benefits:

- Comprehensive Mediciam Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

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Reference No. - 1384144946

Sarika Ravikumar Dubey

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.

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Reference No. - 1384144946

Sarika Ravikumar Dubey

- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.

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: 5 :

Reference No. - 1384144946

Sarika Ravikumar Dubey

- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of:
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc. and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.
- **General:**
 - Your appointment and continuation in employment are subject to you being found medically fit by a Bank appointed doctor, reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/smartsheets at the time of joining.
 - You will be bound by the Rules and Regulations of the Bank.
 - You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,
Shruti Priya

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

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Signature of Applicant

Remuneration Details

Name : Sarika Ravikumar Dubey
Position : Senior Officer Trainee
Group : RETAIL BANKING GROUP

	Senior Officer Trainee	
	Monthly	Quarterly
Basic	3,500	10,500
HRA	1,750	5,250
Allowances	2,350	7,050
PF**	702	2,106
Total	8,302	24,906
** This total amount is subject to PF and Professional Tax Deductions		

Date: 21-Dec-2021

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Remuneration Details

Name: Sarika Ravikumar Dubey
Position: Senior Officer
Group: RETAIL BANKING GROUP

Senior Officer		
	Monthly	Annual
Basic	6,350	76,200
HRA	3,175	38,100
Supplementary Allowance*	8,325	99,900
Superannuation Allowance **	953	11,430
Total	18,803	225,630
Retirals		
Retirals (PF, Gratuity) ***	2,290	27,480
Total CTC	21,093	253,110
Performance Linked Retention Pay#	1,583	19,000
Total (incl PLRP)	22,676	272,110

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 21-Dec-2021

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SANT GADGE BABA AMRAVATI UNIVERSITY



MASTER OF COMMERCE PART-I SEMESTER-I (CGS) Summer 2020

NAME OF EXAM :

ROLL NO. 71314	NAME OF THE CANDIDATE ANCHAL VIJAY SHUKLA		ENROLMENT NO. 1520632	CENTRE CODE 207	COLLEGE CODE 4 207	MEDIUM ENG	CATEGORY 4	No.B 0157364				
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME					MARKS OBTAINED			GRADE POINT	GRADE	REMARKS
		MAX THEORY PRACTICAL EXT MARKS	MIN INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL EXT MARKS	MIN INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXT	INTERNAL			
4001	Managerial Economics	80	20	100	32	8	5	53	16	69	7	B+
4002	Services Marketing & Customer Relationship Mngt	80	20	100	32	8	5	32	16	48	4	P
4003	Advanced Financial and Cost Accounting	80	20	100	32	8	5	64	16	80	9	A+
4004	Banking and Insurance Services	80	20	100	32	8	5	48	16	64	7	B+
Total Incentive Marks	Incentive Marks Balanced	Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks				Division	
		Total	20	6.75	PASS							

NOTE: F = FULL T = THEORY P = PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
 Please see the overleaf for details grading system. (THIS STATEMENT IS SUBJECT TO CORRECTIONS, IF ANY)
 * = Passes by incentive marks vide Ordinance No. 1 Of 85
 ** = Passes by Grace Marks vide Ordinance No. 18 Of 2001
 *** = Passes by Combination marks vide Ordinance No. 18 Of 2001

DATE: 15-02-2021

[Signature]
 DIRECTOR
 BOARD OF EXAMINATIONS & EVALUATION
 SANT GADGE BABA AMRAVATI UNIVERSITY

SANT GADGE BABA AMRAVATI UNIVERSITY



GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM : MASTER OF COMMERCE PART-I SEMESTER-II (CGS) Summer 2020

ROLL NO. 71643	NAME OF THE CANDIDATE ANCHAL VIJAY SHUKLA		ENROLMENT NO. 1520652	CENTRE CODE 207	COLLEGE CODE 0 207	MEDIUM ENG	CATEGORY 0	No.B 0104637				
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME					MARKS OBTAINED			GRADE POINT	GRADE	REMARKS
		MAX THEORY PRACTICAL EXT MARKS	MIN INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL EXT MARKS	MIN INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXT	INTERNAL			
4011	Accounting for Managerial Decisions	80	20	100	32	8	5	55	19	74	8	A
4012	Strategic Management	80	20	100	32	8	5	55	19	74	8	A
4013	Management Concepts & Organizational Behavior	80	20	100	32	8	5	55	19	74	8	A
4014	Computer Applications in Business	60	40	100	24	16	5	45	30	75	8	A
Total Incentive Marks	Incentive Marks Balanced	Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks				Division	
		Total	20	8.00	PASS							

NOTE: F = FULL T = THEORY P = PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
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 ** = Passes by Grace Marks vide Ordinance No. 18 Of 2001
 *** = Passes by Combination marks vide Ordinance No. 18 Of 2001

DATE: 20/08/20

[Signature]
 DIRECTOR
 BOARD OF EXAMINATIONS & EVALUATION
 SANT GADGE BABA AMRAVATI UNIVERSITY

SANT GADGE BABA AMRAVATI UNIVERSITY

GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM : **MASTER OF COMMERCE PART-II SEMESTER-III(CGS) Winter 2020** No.B **0229571**

ROLL NO.	NAME OF THE CANDIDATE	ENROLMENT NO.	CENTRE CODE	COLLEGE CODE	MEDIUM	CATEGORY							
71633	ANCHAL VIJAY SHUKLA	1520652	207	0 207	ENG	D							
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME					MARKS OBTAINED			GRADE POINT	GRADE	DISTINCTION	
		MAX. THEORY PRACTICAL EXT. MARKS	MAX. INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL EXT. MARKS	MIN. INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXT.	INTERNAL				TOTAL
4021	Research Methodology	80	20	100	32	8	5	80	20	100	10	O	
4022	Statistical Analysis	80	20	100	32	8	5	78	20	98	10	O	
4023	Corporate Tax.&Management	80	20	100	32	8	5	70	19	89	9	A+	
4024	E-Commerce&Legal Security	60	40	100	24	16	5	60	38	98	10	O	
Total Incentive Marks		Incentive Marks Balanced		Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks			Division	
				Total	20	9.75	PASS						

NOTE: F=FULL T=THEORY P=PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
 Please see the overleaf for details grading system. (THIS STATEMENT IS SUBJECT TO CORRECTIONS, IF ANY)
 DATE: 13-06-21
 * = Passes by incentive marks vide Ordinance No. 1 Of 83
 ** = Passes by Gross Marks vide Ordinance No. 18 Of 2001
 *** = Passes by Candidates marks vide Ordinance No. 18 Of 2001
 DIRECTOR
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GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM : **MASTER OF COMMERCE PART-II SEMESTER-IV(CGS) Summer 2021** No.B **0241197**

ROLL NO.	NAME OF THE CANDIDATE	ENROLMENT NO.	CENTRE CODE	COLLEGE CODE	MEDIUM	CATEGORY							
71633	ANCHAL VIJAY SHUKLA	1520652	207	0 207	ENG	D							
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME					MARKS OBTAINED			GRADE POINT	GRADE	DISTINCTION	
		MAX. THEORY PRACTICAL EXT. MARKS	MAX. INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL EXT. MARKS	MIN. INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXT.	INTERNAL				TOTAL
4031	Entrepreneurship & Skill Development	80	20	100	32	8	5	48	19	67	7	B+	
4035	Sales & Distribution Management	80	20	100	32	8	5	46	19	65	7	B+	
4036	Co-operative Management	80	20	100	32	8	5	38	19	77	8	A	
4037	International Finance	80	20	100	32	8	5	62	19	81	9	A+	
Total Incentive Marks		Incentive Marks Balanced		Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks			Division	
				Semester-I	20	6.75							
				Semester-II	20	8.00	PASS	8.06				I-D	
				Semester-III	20	9.75							
				Semester-IV	20	7.5							

NOTE: F=FULL T=THEORY P=PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
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 DATE: 13-06-21
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 DIRECTOR
 BOARD OF EXAMINATIONS & EVALUATION
 SANT GADGE BABA AMRAVATI UNIVERSITY



February 2, 2022

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Anchal Vijay Shukla

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a KYC Analyst, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.





February 2, 2022

IBM India Private Limited
Manyata Embassy Business Park,
G2 Block, Nagwara Outer Ring Road,
Bangalore – 560045, India.
Tel : 91-80-49139999
<http://www-07.ibm.com/in/careers/>

Dear Anchal Vijay Shukla

We are pleased to offer you the position of KYC Analyst, in band 3 at IBM India Pvt Ltd(IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e February 10, 2022. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Embassy Tech Zone, Plot No 3, 1.1 building, Wing B, Rajiv Gandhi Infotech Park, Phase 2, Hinjewadi, Pune – 411057. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to pronboar@in.ibm.com.

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



- Relieving document from most recent employer – Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation
- Passport and Pan card– If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving License
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only) :- Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Pune . However, your services are transferable, and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history.
- Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.



- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly during your service with IBM, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
 - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
 - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
 - Your compliance with the above terms and conditions shall be reviewed from time to time and shall be an integral condition of your continued employment with IBM.



- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your service without notice or compensation.
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee



at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.

- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



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ANNEXURE A

DATE	February 2, 2022		
NAME	Anchal Vijay Shukla	BAND	3
DESIGNATION	KYC Analyst	LOCATION	Pune
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		180000	
2. Annual Flexible Benefit Plan (FBP)		120000	
Annual Reference Salary		300000	

3. Retirals	
a) Provident Fund (PF)	21600
b) Gratuity @ 4.8%	8640
Annual Reference Salary + Retirals	330240
4. Performance Linked Variable Pay	0 to 36000
5. Annual Potential Compensation	Annual Reference Salary + Retirals + Performance Linked Variable Pay

*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.

- Group Term Life and Accident Rider Coverage

OTHER COMMITMENTS / CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP
4. Performance Linked Variable Pay	Amount of Target earnings mentioned under Performance Linked Variable Pay Program is determined based on your specific role and process/client aligned and subject to change based on any changes to your roles & responsibilities. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

**For detailed information please refer to Company policies, which are subject to change from time to time.*



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Other Benefits- Additional Information*

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciam Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediciam Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediciam insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse, or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.

National Pension System (NPS)



NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) in case of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressly given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) In case of any injury resulting in Death or permanent total disability.
- c) In case of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits, and policies are subject to withdrawal: change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

** IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate any benefit or other plan, program, practice or policy of IBM at any time. IBM does not have any obligation to, and nothing contained in these documents shall be construed as creating an express or implied obligation or promise on the part of IBM to, maintain, continue to offer, or make available such plans, programs, practices or policies.*

Maternity Benefit:

All women IBM employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and IBM Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and



prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer IBM Maternity leave policy and IBM Flexible work option policy in effect from time to time for more details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation. (b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.

I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to



the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code. The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM



Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.



My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name	Employee's Signature	Employee Serial No.	Date



COVID-19: IBM Initiatives for Employees and Communities

As we navigate the COVID-19 pandemic, IBM has taken a series of initiatives to help and support our employees and their family members in this challenging environment. The health and safety of IBMers, partners, and clients is our top priority.

We have put together a comprehensive support plan for our employees and their families to tide through this pandemic.

Employee Well-being and Safety

- **Vaccination for all IBMers:** Vaccination camps will be opened (in line with Government regulations and availability of vaccines) in all major cities with IBMer populations. IBMers and their family members will have the option of getting vaccinated at hospital centers or camps at selected IBM locations. We are working closely with the concerned authorities on this
- **Dedicated 24X7 Medical Helpline with Portea:** IBM has launched a dedicated helpline through Portea Health Care Services - for a variety of services including doctor consultation, medical/home care services, and testing services. This helpline is the first point of contact for support for any medical help.
- **Access to Oxygen Concentrators**
IBM has procured oxygen concentrators to support IBMers and their family members. We have partnered with Portea Health Care Service to deploy these oxygen concentrators across Bangalore, NCR (Delhi, Gurgaon, Noida), Kolkata, Chennai, and Hyderabad.
- **Eldercare Support with Samarth:** IBM has partnered with Samarth, one of India's leading organizations supporting the elderly by creating a COVID care system. Samarth will help the elders deal with the pandemic by providing 24/7 emergency assistance, home care resources, medicines, doctor tele-consultations, food services, oxygen, and requirement for other equipment as needed.
- **COVID Care Center:** We have worked with Apollo Hospital to offer medically supervised "step down" facilities at designated hotels in every major city where IBMers and immediate family members can quarantine in case it's not feasible at home.
- **Emergency Transport for Medical Needs:** We are offering an emergency transport facility 24x7 for medical requirements for both employees and their immediate family members who are COVID-19 positive (for transport to a medical facility) and those who are COVID-19 negative (for procuring medical supplies or attend to impacted family members).
- **Additional Insurance Coverage:** IBM is providing additional insurance coverage for each insured employee and their covered dependents (spouse and children) for up to Rs. 5 Lakhs per member covered.
- **Meal Delivery Service**
We have tied up with HungerBox for the delivery of freshly prepared meals, ensuring the highest levels of hygiene and safety measures. The service is currently available in Bangalore, NCR, Hyderabad, Chennai, Kolkata, Mumbai, Pune, and Vishakhapatnam.

Leverage the Power of Tech for good



- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

Mobilizing the collective power of the IBMers

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with [United Way of India](#) to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with [StepOne](#). StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

Leveraging our voice and influence to rally global support

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the [US Chamber of Commerce](#) to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

SANT GADGE BABA AMRAVATI UNIVERSITY

GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM: **B.COM. PART-III SEMESTER-VI Summer 2020**

No.B **0140845**

ROLL NO.	NAME OF THE CANDIDATE	ENROLMENT NO.	CENTRE CODE	COLLEGE CODE	MEDIUM	CATEGORY							
73620	KU DEVYANI CHANDRASHEKHAR HATWALNE	17207695	207	0 207	ENG	0							
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME						MARKS OBTAINED			GRADE POINT	GRADE	DISPOSITION
		MAX THEORY PRACTICAL EXT MARKS	MAX INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL EXT MARKS	MIN INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXT	INTERNAL	TOTAL			
1001	English	40	10	50	16	4	1	40	10	50	10	O	
1011	Marathi	40	10	50	16	4	1	37	08	45	10	O	
3061	Management Accounting	90	20	100	32	8	4	79	19	98	10	O	
3062	Economics Of Development	80	20	100	32	8	4	80	20	100	10	O	
3063	Company Law	80	20	100	32	8	4	80	20	100	10	O	
3068	Internet & Www-II	60	40	100	24	16	3	60	38	98	10	O	
3069	E-Commerce-II	60	40	100	24	16	3	60	30	90	10	O	
Total Incentive Marks	Incentive Marks Balanced	Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks					Division	
		Semester-I	20	5.84	PASS	7.32						I	
		Semester-II	20	6.25									
		Semester-III	20	7.75									
		Semester-IV	20	7.05*									
		Semester-V	20	7.03									
		Semester-VI	20	10.00									

NOTE F = FULL T = THEORY P = PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
Please see the overleaf for details grading system. (THIS STATEMENT IS SUBJECT TO CORRECTIONS, IF ANY)

⊙ = Passes by incentive marks vide Ordinance No. 1 Of 85
* = Passes by Grace Marks vide Ordinance No. 18 Of 2001
** = Passes by Condonation marks vide Ordinance No. 18 Of 2001

DATE: 26-11-2020

DIRECTOR
BOARD OF EXAMINATIONS & EVALUATION
SANT GADGE BABA AMRAVATI UNIVERSITY



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219079582/Nagpur/BPS/BTN
Date: 02/12/2021

Ms. Devyani Chandrashekhar Hatwalne
Janki Athley Plot Ramdaspath Akola

Bhamburkar Hospital Road
Akola-444005
Maharashtra
Tel# -

Dear Ms. Devyani Chandrashekhar Hatwalne,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Mihan SEZ Village Dahegaon Survey No 72, Hingna PS Post Khapri, Nagpur - 441 103 Maharashtra India
Ph.: +91 712 6689400 Fax 91 712 6689401 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

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Registered Office: 9th Floor, Naraina Building, Naraina Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC034731



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

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During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work In SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment (if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own

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declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (If you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or



TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.

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TATA CONSULTANCY SERVICES

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TATA CONSULTANCY SERVICES

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ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No TCSL/DT20219079582/Nagpur/BPS/BTN on _____ I hereby accept this Offer and intend to join traineeship on: _____ (MMM/DD/YYYY).

Signature:

Name:

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Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, Information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all Information processing programs, software, protocols, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all Intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such Intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such Intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by

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TATA CONSULTANCY SERVICES

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Corporate Identification No. (CIN): L22210AH1905PL1C084761



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. **Prior knowledge**
Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.
5. **Use of third party material**
Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;
 - a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.
 - b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;
 - i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND
 - ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.
 - c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity
6. **Security policies and Guidelines.**
 - 6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.
 - 6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



- e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- g) Will not allow anybody to share the official asset being used.
- 8. Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.
- 9. No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.
- 10. Equitable Rights**
Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.
- 11. General**
- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____.

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:

Private and Confidential
TCSL/DT20219079582

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Mihan SEZ Village Dahegaon Survey No 72, Hingna PS Post Khasra, Nagpur - 441 102 Maharashtra India
Ph.: +91 712 6689400 Fax 91 712 6689401 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Neriman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

SANT GADGE BABA AMRAVATI UNIVERSITY



GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM: **B.COM PART-III SEMESTER-VI Summer 2020**

No.B **0142754**

ROLL NO.	NAME OF THE CANDIDATE	ENROLMENT NO.	CENTRE CODE	COLLEGE CODE	MEDIUM	CATEGORY							
73693	KU RUCHA ANIRUDDHA DESHPANDE	17207662	207	0 207	ENG	0							
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME					MARKS OBTAINED			GRADE POINT	GRADE	EXEMPTION	
		MAX THEORY PRACTICAL EXT MARKS	MAX. INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL EXT MARKS	MIN. INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXT.	INTERNAL				TOTAL
1001	English	40	10	50	16	4	1	40	10	50	10	O	
1011	Marathi	40	10	50	16	4	1	39	09	48	10	O	
3061	Management Accounting	80	20	100	32	8	4	80	20	100	10	O	
3062	Economics Of Development	80	20	100	32	8	4	79	19	98	10	O	
3063	Company Law	80	20	100	32	8	4	80	20	100	10	O	
3068	Internet & Wwww-II	60	40	100	24	16	3	60	38	98	10	O	
3069	E-Commerce-II	60	40	100	24	16	3	60	30	90	10	O	
Total Incentive Marks	Incentive Marks Balanced	Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks				Division		
		Semester-I	20	6.35	PASS	6.66	\$\$\$\$				I		
		Semester-II	20	5.95*									
		Semester-III	20	5.95*									
		Semester-IV	20	5.50									
		Semester-V	20	6.15*									
		Semester-VI	20	10.00									

NOTE: F=FULL T=THEORY P= PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
Please see the overleaf for details grading system. (THIS STATEMENT IS SUBJECT TO CORRECTIONS, IF ANY)

DATE: 23-12-2020

[Signature]
Acctt. Registrar (Exam)
Sant Gadge Baba Amravati University

* = Passes by incentive mark vide Ordinance No. 1 Of 85
** = Passes by Grace Marks vide Ordinance No. 18 Of 2001
*** = Passes by Condonation on marks vide Ordinance No. 18 Of 2001

[Signature]
DIRECTOR
BOARD OF EXAMINATIONS & EVALUATION
SANT GADGE BABA AMRAVATI UNIVERSITY



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20229812141/Nagpur/BPS/BTN
Date: 09/02/2022

Ms. Rucha Aniruddha Deshpande
Hedgwar Nagar, Opposite To Jaju Dal Mil, Malkapur
Bansilal Nagar Road
Hedgwar Nagar
Malkapur-443101
Maharashtra
Tel# 91-8421648303

Dear Ms. Rucha Aniruddha Deshpande,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **10,250/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

Private and Confidential
TCSL/DT20229812141

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Mihan SEZ Village Dahegaon Survey No 72, Hingna P S Post Khapri, Nagpur – 441 108 Maharashtra India
Ph.: +91 712 6689400 Fax 91 712 6689401 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document.

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:



During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own



declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or



TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20229812141/Nagpur/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



- e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.
- f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).
- g) Will not allow anybody to share the official asset being used.
- 8. Restriction on Associate's Rights**
Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.
- 9. No License**
TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.
- 10. Equitable Rights**
Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.
- 11. General**
- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219355915/Pune/BPS/BTN
Date:17/01/2022

Dear Ms. Nisha Prakash Chatarkar,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential
TCSL/DT20219355915

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: http://www.tcs.com
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20219355915/Pune/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206433125/Nagpur/BPS/BTN
Date:17/02/2022

Dear Ms. Nikita Sukhadev Dhole,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential
TCSL/DT20206433125

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Mihan SEZ Village Dahegaon Survey No 72, Hingna P S Post Khapri, Nagpur – 441 108 Maharashtra India
Ph.: +91 712 6689400 Fax 91 712 6689401 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

1



Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received & hereby accept the Provisional Letter of Traineeship Ref No **TCSL/DT20206433125/Nagpur/BPS/BTN** on _____(DD/MMM/YYYY).

Signature:

Name:

Date:

SANT GADGE BABA AMRAVATI UNIVERSITY



GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM : **B.COM PART-III SEMESTER-VI Summer 2020**

No.B **0135860**

ROLL NO.	NAME OF THE CANDIDATE	ENROLMENT NO.	CENTRE CODE	COLLEGE CODE	MEDIUM	CATEGORY
73655	KU NIKITA SUKHADEV DHOLE	17207664	207	0 207	MAR	0

SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME					MARKS OBTAINED			GRADE POINT	GRADE	EXEMPTION	
		MAX. THEORY PRACTICAL ETC. MARKS	MAX. INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL ETC. MARKS	MIN. INTERNAL MARKS	CREDITS	THEORY PRACTICAL ETC.	INTERNAL				TOTAL
1001	English	40	10	50	16	4	1	40	10	50	10	O	
1011	Marathi	40	10	50	16	4	1	39	09	48	10	O	
3061	Management Accounting	80	20	100	32	8	4	79	19	98	10	O	
3062	Economics Of Development	80	20	100	32	8	4	59	19	78	8	A	
3063	Company Law	80	20	100	32	8	4	76	19	95	10	O	
3068	Internet & Www-II	60	40	100	24	16	3	60	34	94	10	O	
3069	E-Commerce-II	60	40	100	24	16	3	48	29	77	8	A	

Total Incentive Marks	Incentive Marks Balanced	Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks	Division
		Semester-I	20	5.00				
		Semester-II	20	5.00				
		Semester-III	20	6.15	PASS	6.43		I
		Semester-IV	20	6.10				
		Semester-V	20	5.85*				
		Semester-VI	20	9.30			\$\$\$\$	

NOTE F = FULL T = THEORY P = PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent

Please see the overleaf for details grading system. (THIS STATEMENT IS SUBJECT TO CORRECTIONS, IF ANY)

DATE: 09-12-2020

Asst. Registrar (Exam) - Passes by incentive marks vide Ordinance No. 1 Of 83
 - Passes by Grace Marks vide Ordinance No. 18 Of 2001
 - Passes by Condonation marks vide Ordinance No. 18 Of 2001
Sant Gadge Baba Amravati University

DIRECTOR
BOARD OF EXAMINATIONS & EVALUATION
SANT GADGE BABA AMRAVATI UNIVERSITY

SANT GADGE BABA AMRAVATI UNIVERSITY



GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM : **B.COM. PART-III(SEMESTER-VI) Summer 2022**

No. **D 0047167**

ROLL NO.	NAME OF THE CANDIDATE	ENROLMENT NO.	CENTRE CODE	COLLEGE CODE	MEDIUM	CATEGORY							
21AC515108	SONIYA SHIVAJIRAO KHEDKAR MOTHER NAME : MANJUSHA		225	207	ENG	0							
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME						MARKS OBTAINED			GRADE	EXEMPTION	
		MAX. THEORY PRACTICAL EXT. MARKS	MAX. INTERNAL MARKS	TOTAL	MIN. THEORY PRACTICAL EXT. MARKS	MIN. INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXT.	INTERNAL	TOTAL			
1001	English	40	10	50	16	4	1	13	10	23	0	F	I
1011	Marathi	40	10	50	16	4	1	23	09	32	7	B+	F
3061	Management Accounting	80	20	100	32	8	4	23	20	43	0	F	I
3062	Economics Of Development	80	20	100	32	8	4	35	20	56	6	B	F
3063	Company Law	80	20	100	32	8	4	37	19	56	6	B	F
3068	Internet & Www-II	60	40	100	24	16	3	24	37	61	7	B+	F
3069	E-Commerce-II	60	40	100	24	16	3	35	40	76	8	A	F
Total Incentive Marks	Incentive Marks Balanced	Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks				Division		
		SEMESTER-I	20		FAIL								
		SEMESTER-II	20										
		SEMESTER-III	20	10.00									
		SEMESTER-IV	20	9.95									
		SEMESTER-V	20	9.80									
		SEMESTER-VI	20										

NOTE : F = FULL T = THEORY P = PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
Please see the overleaf for details grading system. (THIS STATEMENT IS SUBJECT TO CORRECTIONS, IF ANY)

DATE: 12/08/2022

@ = Passes by Incentive marks vide ordinance no. 1 of 85
* = Passes by Grace marks vide ordinance no. 18 of 2001
** = Passes by Condonation marks vide ordinance no. 18 of

DIRECTOR
 BOARD OF EXAMINATIONS & EVALUATION
 SANT GADGE BABA AMRAVATI UNIVERSITY

Date: 10 Aug, 21

To,
Ms. Soniya Shivajirao Khedkar.
Akola.

This is to inform you that you have been selected for the position
Back Office Executive at Akola Branch.
Your remuneration will be off role employee and your position for
helping Branch Operations Manager, Credit Manager in their work.
Your Salary will be Rs. 8000/- P.M.
Office timing will be 9.30 to 6.30.

Welcome to Star Housing
Finance Ltd.



This is to inform you that you have
Back Office Executive at Akola
Your remuneration will be off
helping Branch Operations Manager
Your Salary will be Rs. 8000/-
Office timing will be 9.30 to

Welcome to Star Housing
Finance Ltd.

Star Housing Finance Limited [Formerly known as Akme Star Housing Finance Limited]

CIN : L45201MH2005PLC376046 | RBI Regn No : DOR-0080

Registered Address : 603, Western Edge - I, Above Metro Cash & Carry, Borivali (East). Mumbai - 400066

W: www.starhfl.com | T : +91 8828036610 | E: info@starhfl.com



Date: 22 Apr 2022

Letter Of Intent

Dear Dhamode Shivani Sachin

As per your Request / Application we are pleased to offer you a position of Associate Trainee, Operations at our Altruist Customer Management India Pvt. Ltd. Building No A-8, Sector No 1, Plot No MBP-2, TTC Industrial area, Near MTNL office, Mahape, Navi Mumbai-400710, India office.

This training position is for a term beginning 22 Apr 2022 (CapitalFirst_Collection_Rupa_MBP) subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period.

You will be eligible for INR.100/- Till Training for your initial process training. The payout eligibility is subject to successful process training accreditation.

Upon successful completion of initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of processes on the job and work floor. After completing accreditation your monthly Stipend will be paid as INR.11750/-, which shall be payable to you for the number of remaining days in the month. Being a trainee you will not be eligible for statutory benefits available to regular employees.

By accepting this offer you agree that you:

Intend to successfully complete the training program and stay in the position for a period of time equal to, or greater than the length of the training program; Understand that lack of success at any stage of the training program, or lack of acceptance into a required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (stipend/salary); and Will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise

Please bring the following to the start of your session as informed by the Human Resource Department:

1. Birth certificate / Leaving Certificate.
2. Matriculation certificate / graduation certificate.
3. Residential proof (Aadhar Card/ Voter ID card, Rent/Lease deed etc.).
4. Experience Letter.
5. 6 Passport size photograph.

Also, a list of additional documents related to your employment will be shared/mailed to you. Please ensure to bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme.

Please indicate your acceptance by signing a copy of this letter.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Sachin", written over a blue circular stamp.

Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 22 Apr 2022

Signature





UNDERTAKING for WFH Infrastructure

1. I will consistently meet all of my performance targets and deliverables, as required by the Company, the Client or my Supervisor, Manager or Team Leader.
2. I will strictly follow my normal/regular work schedule while working from home. For this purpose, I shall inform my Supervisor, Team Leader or Manager of the commencement as well as the end of my shift every day. Any exception or deviation from this may only be made with the prior written conformity of Human Resources (HR).
3. I will personally report to the Company whenever my presence/attendance is necessary or required therein.
4. I understand that while working remotely that I am responsible for maintaining a safe working environment and will immediately report any work-related injury that I may suffer during the course of my work day.
5. I will use my personal or company provided laptops or desktops only with a secure, fast and reliable Internet connection.
6. I will not use public or common Wi-Fi networks for any work-related communication or email.
7. I will only use a licensed Operating System (OS) and latest AV for my work laptop or desktop, the amount of which, if any, shall be solely borne by me.
8. I will keep my work laptop or desktop updated with the latest Antivirus and Patches.
9. I will observe strict confidentiality over all work-related communication and information I process or receive while working from home.
10. I will use Company webmail only for official work-related communication and never for my personal use.
11. I will not circulate any personal, spam or chain mails using my official mail ID or the Company webmail.
12. I will not copy or retain any client or company data in any local or personal storage devices such as, but not limited to, USB, Personal Hard disk, compact-disk, memory card.
13. I will not browse suspicious websites or click on suspicious links / mail attachments which may lead to loss, modification or corruption of the data in the laptop or desktop I am using for work.
14. I will immediately delete any company or client data which I have obtained in connection with or in furtherance of my work once the purpose thereof has been completed.
15. I will ensure that my work laptop or desktop is locked when not in use and is always kept in a secured area.
16. I will only access company or Client data from a secured work place and not in a public area.
17. I will not divulge, share, print, reproduce or send to unauthorized persons any Company, Client or work-related communication or information which I may have had access to or obtained while working from home. I will hold such information under the strictest confidence. Should any such confidential information be divulged to unauthorized persons, whether directly or indirectly, intentional or by negligence, I shall immediately inform the Company of the same.



Altruist Customer Management India Pvt. Ltd.
Building No A-8, Sector No 1, Plot No MBP-2, TTC
Industrial area,
Near MTNL office, Mahape, Navi Mumbai-400710, India

022-41328501
022-41328572
www.altruistindia.com



18. I will continuously and faithfully abide by company's Acceptable Usage Policy, Data Protection and Privacy Policies, Code of Conduct and such other Rules, Regulations and Policies which the Company may issue from time to time.
19. I understand that any breach of this Undertaking, the terms and conditions of my "Work From Home" arrangement, my Employment Contract, the Company's Code of Conduct, and all other Company Policies, Rules and Regulations shall be a ground for the termination of this "Work From Home" arrangement, without prejudice to such disciplinary action/s which the Company may impose upon me.
20. I will hold the Company free and harmless from any and all liabilities, damages and causes of action which may arise from a breach of this Undertaking or from my unsafe, irresponsible, illegal, unauthorized or unsecure use of Company webmail or work-related information.
21. I understand and specifically acknowledge that all relevant work related policies and instructions of the Company will be applicable to me while working from home, with necessary changes / modifications to them, and I will strictly abide by them throughout this period.
22. In case I am required to use personal device for work purposes, I will nonetheless follow all the points given in this undertaking.
23. I also acknowledge that I will take due care of the technology hardware provided to me such as laptop/ desktop/Wi-Fi dongles/data card. Any damage or loss of these hardware provided to me, till I return back in the condition I received, will be charged back to me, as per my earlier signed undertaking.
24. I acknowledge that I have read and fully understood the contents as well as effects of this Undertaking.

Signature of the Trainee

Name: Dhamode Shivani Sachin

Date: 22 Apr 2022



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India

Altruist Customer Management India Pvt. Ltd.
Building No A-8, Sector No 1, Plot No MBP-2, TTC
Industrial area,
Near MTNL office, Mahape, Navi Mumbai-400710, India

022-41328501
022-41328572
www.altruistindia.com



Undertaking by Trainee for Pre - Job Training

I hereby agree to attend and undergo a Pre - Job Training as per your letter of intent dated 22 Apr 2022 with Altruist Technologies Private Limited for my grooming my skill and competency enhancement for a period of 3 months which I understand that it being a necessary requirement prior to become an employee of the company. I very well understand and also undertake to attend the training for 6 days a week for 9 hours every day.

I have also been explained that the Company will designate a "Trainer" to train, mentor and monitor my performance on Training. The Trainer shall be the primary point of contact for me.

I will observe and practice complete discipline , sincerity , dedication , honesty and faithfulness during training period and management shall have liberty to end up my training if I am found unsuitable for any reason whatsoever or misconduct myself or could not learn during training as per the satisfaction of the trainer.

Signature of the Trainee

Name: Dhamode Shivani Sachin

Date: 22 Apr 2022



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India



NEW HIRE UNDERTAKING

1. 24x7 Flexibility: I am aware that Altruist Technologies Private Limited. operates in a 24x7/365 environment. I am expected to be flexible and open to any shift timings as decided by the organization. I have not been committed any specific shift hours/timings by the organization.
2. Internal Transfers: I understand that based on business requirements or other reasons, I may be re-aligned/transferred to a different process or department than the one committed during the interview, wherein my salary may undergo a review/change (increase or decrease).
3. Leaves During Training Period: I understand that I will be expected to go through training for a continuous period of days (as per the process's requirements) after joining the company.
The company expects me to be present throughout the training period. I understand that no leaves would be granted to me during the training period.
My services may be discontinued without any notice in case of un-authorized absence due to any reason.
All absence during training will be treated as Leave Without Pay (LWP).
4. Reference Check: My appointment is subject to a positive reference check and in case found contrary, the company reserves the right to review my employment in the organization.
5. Medical Fitness: I hereby confirm my understanding of the job role being offered at Altruist Technologies Private Limited. and am medically fit to comfortably deliver on the said role.
6. Transport: No transport is provided during regular working hours. In case of business requirements; you will be provided with one sided pick-up or drop (Between 11 PM to 5 AM>)based on companies discretion.
7. Training Period: The training period differs from process to process; I will be intimated about the number of days of training from my trainer on day 1 of my joining the organization.
8. Discipline & Code of Conduct: I will be given a formal induction on the date of joining the organization, educated about the policies and procedures that are followed in the organization. Any misconduct or instance proving non-adherence, against the conduct of the organization will be dealt with strictly by the organization.
9. Joining Documents: I have been informed about the documents I am required to submit on day 1 of my joining the organization. Any delay beyond the third (3rd) day of my joining will result in formal warnings/termination or non-disbursement of my salary.
10. Integrity In The Workplace: I will not, directly or indirectly, be party to any form of fraud, integrity or malpractice within the company and/or my process, that will bring about disrepute to my organization, my team and/or my client(s). Some examples of process fraud/malpractice in the workplace are call voidance towards a customer, call disconnections, wrong and deliberate activations/de-activation of packs etc., all of which will lead me to be dealt with the strictest form of disciplinary step, by the organization, including termination.

Signature of the Trainee

Name: Dhamode Shivani Sachin
Date: 22 Apr 2022



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India

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022-41328572
www.altruistindia.com



11. Notice Period: I understand that in n case of resignation/separation, I need to give a prior notice to the organization. In case of my tenure with the organization is less than or equal to 6 months than I need to give a prior notice of 15 Days and 30 days in case of my Tenure with organization is greater than 6 months. Also, Altruist shall have the right to terminate this appointment in the event that the business process in which you are associated is terminated by the Client. Should the business ramp down by client without notice or less than one month notice, the ramp down notice period that the client announces, will be the notice period for the employee.

12. Absconding Process: Absence for a continuous period of Three days without prior approval of your superior, (including overstay of leave / training), would be treated as abandonment of service.

13. Incentive Payout: Any Incentives paid by the client will be released once it is received by Altruist. This is a voluntary scheme offered by the Client, which is subject to change including withdrawal at any time without any notice.

14. "I acknowledge that I will be liable for strict action even up-to separation should I be party to, or responsible for, the creation or distribution over social media of any digital content - soft media or written - that damages the reputation or credibility of either Altruist or its Client organizations in any way."

Signature of the Trainee

Name: Dhamode Shivani Sachin

Date: 22 Apr 2022



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India



ALTRUIST TECHNOLOGIES PRIVATE LIMITED- THIRD PARTY DOWNLOAD POLICY

Purpose

This downloads and executables policy of Altruist Technologies Private Limited and associate companies has been established to set guidelines in an effort to clarify the type and nature of files that employees are allowed to download from third-party sources into their local computers, although it would be impossible to name every executable or download file in this policy.

Scope

This policy is applicable to all the users of Altruist Technologies Private Limited and associate companies. Users should adhere to these broad guidelines:-

- A. The download is from a reputable source.
- B. The file does not subject the company in potential liability.
- C. The application, tool, or template has been approved by IT Department.

Policy Guidelines

The following is a list of files that employees can download into their local machine.

1. Skype- Since the company has a set 1M Policy, Skype is the approved instant Messaging/Voice Communication application. As with all 1M application, users are encouraged to keep personal messaging/communication within reasonable levels.
2. WinZip - Employees who e-mail large files to clients and vendors are encouraged to use WinZip, a compression utility. Ask IT department if you do not have this installed on your Computer.
3. Ad-ware- As employees may unwittingly download 'adware' into their local machines, applications such as Ad-ware and Spy hot, which scans a user's system for 'adware' are allowed. Please note that some useful proprietary applications on the company network are seen as adware by this and other similar applications. Contact the IT department if you have questions about this kind of application.
4. Adobe Acrobat Reader- Download of this free Reader is permitted for viewing files received in PDF format.
5. E-Book applications- This includes Microsoft Reader, Palm Reader, and other third-party applications that allow users to download work related texts onto their local machines.

Prohibited downloads

The following downloads are not allowed on company computer resources unless approved by IT Department,

1. Instant Messenger- It is prohibited to use any other application other than Skype. 1M applications such as MSN Messenger, Yahoo! Messenger, Rediff mail Messengers, AOL. Etc. are not allowed.
2. Online Music and Games- Since games and music provide no benefit to our organisation and have a tendency to affect productivity, they are not allowed on company machines. Team members are not allowed to use any web based applications/tools to listen to music and view streaming media on their work station.
3. Peer to peer file sharing- Peer to peer file sharing applications have come under scrutiny in recent years for their ability to allow users to share copyrighted material and for the network resources that they consume. Hence all peer-in-peer file sharing applications are not permitted. These could include ones such as Kazaa, iMesh, Morpheus, WinMX, LimeWire, Groster, BearShare.
4. Personal Firewalls- While security is an issue that every employee can help manage; IT department does not allow the use of personal firewalls such as Zone Alarm or others on our computers.
5. Third party screen saver or wallpaper- It is possible that some of our team members might use Screen Savers or Wall Papers that might be deemed offensive. Employees will use the default screen savers and default Windows Wallpapers available on their computers.





Exceptions

Exceptions as allowed by Director.

Authority

The issuing authority is Head-IT

ALTRUIST TECHNOLOGIES PRIVATE LIMITED- EMPLOYEE ELECTRONIC MAIL (EMAIL) AND MESSAGING USE

Abstract- The purpose of this policy is to ensure proper and efficient use of the Altruist Technologies Private Limited mail and messaging systems by the employees including those of associate companies, with the rapidly changing nature of electronic media, anti the "netiquette" which is developing among users of external on-line services and the Internet, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the company's Philosophy and sets forth general principles to be applied to use of electronic Mail and messaging services.

Definition - Electronic Mail (E-mail) is any electronic communication between 2 or more individuals and may contain any form or combination of text, audio, video, drawings or photographic representation.

Policy

- A. Electronic Mail is a tool for business communication. Users have the responsibility to use this resource in an efficient, effective, ethical, and last full manner, email communications must comply with all applicable laws, regulations and generally accepted business etiquette.
- B. The primary purpose of electronic Mail is to conduct official business. Employees may occasionally use electronic Mail for individual common non political purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with the company's business.
- C. All email account maintained on the email systems are the see property of the company. Altruist Technologies Private Limited has the right to monitor any employee's E-mail account. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formerly reported to the management for determination of appropriate action.
- D. Users should not expect their email communications, documents, or other information to be private and should not use the email system for matter that are not intended for public disclosure. Coincidental matters, permitted by laws should be so marked and include a warning regarding accidental transmission to a third party.
- E. Sending data via email is the same as sending correspondence on official memo of letterhead.
- F. Use of the email system as described below is strictly prohibited. Users who received such information should not forward or respond to it, but should immediately report its receipt to their supervisor for proper disposition.

1. Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene or threatening.
2. Creating or distributing email containing defamatory, false, in accurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
3. Viewing or distributing obscene, pornographic, profane or sexual harassment.
4. Violating laws, rules and regulations prohibiting sexual harassment.
5. Encouraging the use of controlled substances for criminal or illegal purposes.
6. Engaging in any activities for personal gain.
7. Distributing copyrighted information without permission.
8. Violating or in fringing up on the right of others.
9. Conducting any non Department supported fundraising or public relation activity.
10. Exchanging proprietary information, trade secrets, or any other privilege to, confidential or sensitive information that is not authorised.



Altruist Customer Management India Pvt. Ltd.
Building No A-8, Sector No 1, Plot No MBP-2, TTC
Industrial area,
Near MTNL office, Mahape, Navi Mumbai-400710, India

022-41328501
022-41328572
www.altruistindia.com



- 11C. Creating or exchanging solicitations, chain letters, and other unsolicited Email.
 - 12. Registering to non business related list servers without proper authorisation. Subscription to search a service can result in an overload of received messages directly impacting the performance of state email systems.
 - 13. Engaging in any political activity prohibited by law.
 - 14. Using the system for any illegal purpose.
- G. Users may not knowingly or wilfully create or propagate any virus, worm Trojan horse, or other destructive program code.
- H. Each user account depending on nature of function will have quota on the mailbox size. Exceeding the quota will call for bouncing of individual Mail. Managing mailbox size is individual responsibility and the company is not responsible for any mails bouncing because of over size of mailbox. Regular archiving of required data is suggested and is individual responsibility.
- I. Violation of this policy may result in disciplinary or legal action.

Responsibility- Employees using the email system are deemed to have accepted the responsibilities and obligations imposed by state, and local laws and regulation as well as the companies adopted policies, procedures, standards, and guidelines.

- D. User should not pursue, obtain, exchange or distribute any unauthorised information that could cause congestion or disruption to email system such as screen savers, audio, or video clips, in violation of any licensing agreement.
- E. User shall not access another email system without authorisation from that user or that user supervisor. Users must not compromise the privacy of their password by giving it to others or exposing it to public view password should be changed on a regular basis. If a user discloses his / her password to someone else knowingly or unknowingly, then he / she will continue to be responsible for all objectionable actions happening on usage of the same.
- F. User should schedule, wherever possible, communication in tenser operative operations such as large file transfers, video download, mass emailing, and the like for off peak usage times. I have read and understood the terms and conditions mentioned above and agree to abide by the same.

Signature of the Trainee

Name: Dhamode Shivani Sachin
Date: 22 Apr 2022

AGREEMENT



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India

Altruist Customer Management India Pvt. Ltd.
Building No A-8, Sector No 1, Plot No MBP-2, TTC
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This agreement made at on 22 Apr 2022 by Mr/Ms Dhamode Shivani Sachin Resident of C/o 702, SEC _25, Today Empire kamothe, panvel ,new Mumbai. 410209 Hereinafter referred to as 'Service Provider' (which Expression shall, unless it be repugnant to the context or meaning thereof, B deemed to mean and include his / her agents and representatives), In favour of Altruist Technologies Private Limited a company registered under the Companies Act ,1955 having its registered office at first floor, 122, Jaina tower 1, district centre Janak puri, New Delhi- 110058.(hereinafter referred to as 'the Company')

WHEREAS pursuant to the arrangement between the company and the service provider in any NORM including employment in the company or any of its associate companies, confidential information as defined below or the company may become available to the service provider.

AND WHEREAS the company desire's to prevent the unauthorised use of disclosure of such confidential information.

NO, therefore in consideration of these premises, and for other good and valuable considerations, the parties agree as follows, receipt of which is here by acknowledged:-

1. Confidential information: for the purposes of these agreement, confidential information shall mean all proprietary material exchange including but not limited to return and electronic media or verbal disclosure of information by the company, strategic and development plans, financial condition , business plans, CO- developer identities, business data, business records, customer list, project reports, market report, service provider lists, business manuals, policies and procedures, information relating to processed, technology or theories and or other information which may be disclosed by the company and other information to which the service provider may be provided access by the company or its client, or others in accordance with this agreement or which is generated as a result of or in connection with the employment of the service provider , which is generally not made available to the public.
2. Non-disclosure obligation: The service provider promises and agrees to fold the confidential information in confidence. Without limiting the generality of the foregoing , the service provider further promises and agrees to protect and save guard the confidential information against unauthorised use, publication or disclosure, not to use it except for the purpose of his / her employment, not to in anyway directly or indirectly Reveal, report, disclose, publish or transfer , or in anyway use the information except as specifically authorised by the company in accordance with this agreement not to use it to unfairly compete or obtain unfair advantages vis a vis the company in any commercial activity which may be comparable to the commercial activity contemplated by the company, and to comply with any other reasonable security measures requested in writing by the company.
3. Return of confidential information: the service provider agrees on temination or cessation of higher employment for any reason whatsoever, or upon the written Request of the company, whichever is earlier, to promptly deliver to the company, all records, notes and other written, printed or tangible materials in the possession of the service provider, embodying or pertaining to the confidential information.



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4. No right to confidential information: service provider hereby agrees and acknowledges that no license, either express or implied, is hereby granted to the service provider by the company to use any entire confidential information. Service provider further agrees That all inventions, improvements, copyrightable works and designs relating to products, procedures, methods or compositions of company directly resulting from or relating to the confidential information and the right to market to use, license and franchise the confidential information or the ideas, concepts, methods or practices embodied there in shall be the exclusive property of the company and service provider has no right or title thereto.
5. Losses: service provider further agrees to indemnify The Company against any and all losses, damages, expenses and claims incurred or suffered by the company as a result of the service provider breach of this agreement.
6. No conflicting obligation: the service provider represent that he / she has not entered into and will not enter into, any agreement either written or oral in conflict herewith, this includes confidential agreement and related intellectual property from previous employer.
7. Governing law: all disputes arising out of or in connection with this agreement shall be subject to the exclusive jurisdiction of the courts of New Delhi and shall be governed by Indian law, including information technology act.
8. Entire agreement: this agreement consulates the whole understanding by the parties about the subject matter and may not be amended or modified except in writing signed by each of the parties of this agreement.

Signed on the date and place as mentioned hereinabove

Signature of the Trainee

Name: Dhamode Shivani Sachin
Date: 22 Apr 2022



Altruist Technologies Private Limited
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,
Panchkula, Haryana - 134109, India

SANT GADGE BABA AMRAVATI UNIVERSITY



GRADE CARD CUM SEMESTER PERFORMANCE REPORT

NAME OF EXAM : B.COM. PART-III(SEMESTER-VI) Summer 2021

No.B 0243673

ROLL NO.	NAME OF THE CANDIDATE		ENROLLMENT NO.	CENTRE CODE	COLLEGE CODE	MEDIUM	CATEGORY						
7449Z	SHIVANI BHASKAR SABLE MOTHER NAME : SANGATA			207	207	ENG	0						
SUBJECT CODE	SUBJECT	MARKS & CREDITS SCHEME						MARKS OBTAINED			GRADE POINT	GRADE	REMARKS
		MAX. THEORY PRACTICAL EXPT. MARKS	MAX. INTERNAL MARKS	TOTAL	MIN THEORY PRACTICAL EXPT. MARKS	MIN. INTERNAL MARKS	CREDITS	THEORY PRACTICAL EXPT.	INTERNAL	TOTAL			
1001	English	40	10	50	18	4	1	25	08	33	7	B+	
1011	Marathi	40	10	50	18	4	1	31	10	41	9	A+	
3051	Management Accounting	80	20	100	32	8	4	72	20	92	10	O	
3062	Economics Of Development	80	20	100	32	8	4	56	20	76	8	A	
3053	Company Law	80	20	100	32	8	4	58	20	78	8	A	
3098	Internet & Wwww-II	60	40	100	24	16	3	54	39	93	10	O	
3099	E-Commerce-II	60	40	100	24	16	3	44	39	83	9	A+	
Total Incentive Marks	Incentive Marks Balanced	Exams Particulars	Total Credits	SGPA	Result	CGPA (For Last Sem.)	Remarks			Division			
		SEMESTER-I	20	5.90	PASS	7.48	\$\$\$\$			First Class			
		SEMESTER-II	20	5.80									
		SEMESTER-III	20	5.35									
		SEMESTER-IV	20	5.55									
		SEMESTER-V	20	8.85									

NOTE: F = FULL T = THEORY P = PRACTICAL/SESSIONAL AA Shown in Marks obtained Column = Absent
Please see the overleaf for details grading system. (THIS STATEMENT IS SUBJECT TO CORRECTIONS, IF ANY)

DATE: 27/09/2021

Dankhade
Asst. Registrar (Exam) passes by Incentive marks vide ordinance no. 1 of 85
passes by Grace marks vide ordinance no. 18 of 2001
passes by Condonation marks vide ordinance no. 18 of

R. Ramani
DIRECTOR
BOARD OF EXAMINATIONS & EVALUATION
SANT GADGE BABA AMRAVATI UNIVERSITY



To,

Rutika Sunil Mishra

akola

Dear Rutika Mishra,

We are pleased to appoint you as "Agency Manager" in the "Direct Sales Force" Department at Akola Location of Aditya Birla Sunlife Insurance ("**Company**"). Your appointment is effective from your Date of Joining i.e. 01/11/2021. ("**DOJ**")

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached Annexure "A". The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. In addition to your fixed pay, you will be covered under the Sales Incentive Plan. The payout will be based on your performance and dependent on parameters that are defined under the Sales Incentive Plan from time to time.



5. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company up till attainment by you of the age of superannuation, as set out in the Company policy from time to time, which at present is 60 years. Your superannuating age will be calculated against the date of birth proof submitted at the time of joining the Company.

6. During the probation either party may terminate the service by: (i) giving 15 days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party.

7. Post confirmation, either party may terminate the service by (i) giving < 30> days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party. The services can also be terminated by the Company on Grounds of non-performance of the employee, on which issue the decision shall be taken the sole discretion of the Company, by (i) giving 30 days' written notice; or (ii) payment in lieu of notice period to be paid by the Company to the employee.

8. **Payment in Lieu of Notice Period:** In case either party wishes to make payment instead of continued employment during the notice period (both during the probation period and post confirmation) then the same be calculated on a daily basis, on the basis of Basic Salary. The payment shall have to be made for the number of days falling short of the notice period.

9. It is clarified that the Company reserves the right to either to accept or to deny, at its sole discretion, the payment in lieu of notice period, if so requested by the employee, both during probation period and post confirmation, and may ask the employee to serve the full notice period.

10. The employee cannot avail of any privilege leave during the notice period, except with the prior approval of the head of department/function. It is clarified that the employee is not entitled to any privilege leave during probation period, thus, cannot claim to avail the same during the notice period in case of termination of employment during the probation period.

11. The final relieving of the employee from the employment shall be subject to (i) the employee's satisfactory handover of the duties and all information and documents pertaining to the work of the employee to the Company's representative or the employee's successor; (ii) settlement of outstanding dues payable from the employee to the Company; (iii) service of notice period or



payment in lieu thereof, as the case may be; and (iv) clearance from your immediate supervisor and such other departments as may be prescribed in the Company Policy.

12. Termination for Cause: The Company reserves the right to terminate your employment immediately without giving a notice period of service or payment in lieu of notice period in case reason for the same exists ("Termination for Cause"), which circumstances include but are not limited to: (i) any violation of the terms and conditions of employment as contained in this letter or as contained in any of the rules, regulations and policies of the Company, as shall be amended from time to time; (ii) In case the Company : finds you guilty of misconduct, dishonesty or acting in a manner prejudicial to or conflicting with the interests of the Company; and (iii) in case you absent yourself from the services of the Company without prior approval for four (4) consecutive days or overstay sanctioned leave without prior intimation and approval by four (4) consecutive days; in this case you will be deemed to have abandoned service voluntarily and shall have to pay to the Company payment in lieu of notice.

Actions Upon Ending of Employment:

13. In the event your retirement (upon attaining the age of superannuation), separation or termination of your employment by the Company for any reason whatsoever, you will promptly return to the Company, all documents, files, notes, lists, credit cards, computer disks, recordings, print-outs, drawings, any other assets (including, without limitations, any materials reflecting or containing Confidential Information) that are in your possession or under your control and that relate to the operation and business of the Company. You shall not be entitled to retain any duplicates or summaries of or notes on any of the foregoing.

14. In case you are provided with accommodation by the Company, then upon end of your employment with the Company, howsoever caused, you shall vacate the premises in accordance with the rules of the location of your posting and of the Company and within the time frame prescribed therein, subject to any other time frame as may be specifically communicated to you in writing.

Leaves:

15. You will be governed by the Company's leave policy in force and as applicable to your category of employees from time to time.

Traveling:

16. In the course of your employment, you may be required to travel to domestic and foreign locations in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the relevant travel policies.

Transfer:

17. Your services are liable to be transferred, as per Company Policy, to any other associate or affiliate entity of the Company and such transfer can be to any other domestic or international location. Upon transfer you shall be paid relocation expenses as per Company Policy. The Company is a part of the Antifrazile and the companies in the Antifrazile are affiliates of the Company. It is understood and agreed that the Company shall have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future, whether present or set up in future. All such transfers shall be on continuity of service basis, however, upon such transfer you shall be governed by the rules, regulations and policies of such new employer and all your legal rights and remedies shall only be against such new employer.

Confidentiality & Non-Disclosure:

18. You agree that during your employment you may have access to or acquire, through the Company, its employees, clients, vendors, service providers etc., various kinds of information pertaining, amongst others, to the business, employees, clients and other stakeholders of the Company and that all such information ("Confidential Information") shall be treated as confidential and shall not be disclosed by you to any third party or even other employees of the Company. Disclosure of Confidential Information to other employees of the Company shall be purely on a need to know basis. You should refrain from sharing any information – whether words, images, logos or videos – that is Confidential or proprietary to the Company through any modes of media, including public newspaper, journal, television channels, online media, news channels or otherwise. You shall not release/ disclose on media, any internal communication intended solely for the information of all employees of the Company nor shall you associate yourself with any group or entity engaging in such activities without the prior approval of the management. You shall not publish or communicate, in any manner, any derogatory or defamatory content about the Company, its associates, affiliates, management or other employees. You understand and agree that you

have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, Confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief and therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce the provisions contained herein.

19. During the continuance of your employment with the Company and thereafter, any process, practice, discovery or invention ("Invention") developed or acquired by you in the course of discharging of the assigned duties, shall remain the sole property of the Company and same shall not be used in any manner whatsoever by you without the specific knowledge and express permission of the Company, post cessation of your employment with the Company, and you hereby assign all rights, title and interest in such Invention to the Company and agree to help the Company to perfect its title to the same.

20. During the period of your employment with the Company and for a period of one year thereafter you agree you shall not, whether directly or indirectly, induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity. You shall keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

21. During the period of your employment with the Company and for a period of one year thereafter you agree that you shall not, whether directly or indirectly, solicit or induce any customer to remove its business from or reduce its business with the Company or its affiliates.

22. You agree to keep strictly confidential in whole or in part, the terms of this letter/agreement and further agree not to disclose the terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.

Company's Rules, Regulations and Policies:

23. The Company reserves the right to change the terms of employment from time to time.

24. You will be bound by the various rules, regulations and policies of the Company as are existing on the date and as shall be amended by the management from time to time and the same are deemed to be part of your terms and conditions of employment. You are required to follow the Company's values and code of conduct and other policies and these include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You are required to acquaint yourself with the various rules, regulations and policies of the Company and follow these strictly. In order to keep the Employee apprised of the changing policies on a regular basis, the Company shall make reasonable efforts to make the policies available for the employees to access them.

25. Any violation of the terms and conditions as contained in this letter and the Company's rules, regulations and policies and can render your employment liable to be terminated.

26. While you are being appointed in the current role and function, you may be called upon to perform such other duties or take on such other responsibilities in the interest of the business and priorities of the Company, which the management believes are well within your capabilities and of which the management will be the sole judge. In this regard, it is further clarified that with ever changing scene of technology, office automation, administrative procedure, you will undertake to adapt new methods of working with the use of modern or modified equipment, tools etc. of work as dictated by the circumstances of the Company's business in a competitive environment.

27. Your continuance in the employment of the Company is subject to your remaining physically and mentally fit for the purpose of the job. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.

28. During the course of your employment with the Company you shall not take up any other employment or activity, whether for or without consideration, that may be a conflict with your responsibilities as an employee of the Company and shall devote your full time and attention to the employment with the Company. Amongst others you will not contest election to any legislature or local body without the previous specific permission of the employer in writing.

29. You will keep us informed of any changes in your residential address (Current and Permanent), or any other personal particulars relevant to your employment e.g. change in name, addition of further professional qualifications etc.

30. You confirm that there is no litigation/conviction against you before any Court of Law which involves criminal offence or offences involving moral turpitude.

31. You give your consent and irrevocable authorization to the Company: (i) to share and disclose the information relating to your current and previous employment and academic credentials with any person, vendors or any other authority or any third party, engaged by the Company to obtain such information as is required for the purpose of proper background check and verification, both during and after your term of employment; (ii) to provide a reference check covering your employment with the Company, including sharing the cause of your exit from the Company to any third party or repository agency conducting a reference check on behalf of any other employer or agency, as may approach it either during or post your exit from the Company; and (iii) to share your details or any other information pertaining to your employment with any Government authority and agency, pursuant to a request received for the same both during and post your exit from the Company.

32. During your employment the employer may also ask you for proof of date of birth, nationality, education, prior employment documents and proof of relationship with any nominees in any statutory or other benefit plans provided by the Company, etc. which have to be submitted by you within a stipulated timeline as required by the Company. The employer will store these documents in electrical / physical format as deemed fit or relevant.

33. (i) This appointment is contingent upon:

(a) Satisfactory results of the pre-employment medical check-up and satisfactory reference checks, background verifications, verification of educational qualifications and past employment records.

(b) All information, facts and figures provided by you to the company's representatives at any point in time, being accurate and true.

(c) Your acceptance of the above terms and conditions.

(ii) The Company reserves the right to terminate your employment forthwith, without any notice period or payment in lieu of notice, in case any information provided by you or your references turns out to be false or incorrect.

(iii) You are requested to provide us a copy of this appointment letter signed by you as an indication of your acceptance.

We wish you an enjoyable and rewarding association with **Aditya Birla Sun Life Insurance**

Yours Sincerely,

For & on Behalf of

Aditya Birla Sun Life Insurance



Authorized Signatory

Prasad Kakkat

Head - Sales HR

I have read and understood all provisions relating to my employment with the organization and I accept all the terms and conditions mentioned in the same.

{EMPLOYEE_SIGNATURE}

Name:

Date:

Annexure A

		Fixed Compensation	
		Monthly	Annual
Salary		6271	75250
	Basic Salary	6271	75250
Allowances & Reimbursements		9943	119313
	Housing Rent Allowance	3135	37625
	Education Allowance	200	2400
	Statutory Bonus	1400	16800
	Special Allowance	5207	62488
Gross Salary		16214	194563
Retirals		1703	20437
	Provident Fund (Company Contribution)	1401	16817
	Gratuity	302	3620
Fixed Compensation		17917	215000

Annexure B DSF

New Hire Goal Sheet

On your joining, you will be governed by the following Goal sheet as given below:

1st Milestone	Goal Sheet	
GSG	Active License	5 Confirmation in Services of the Company

Period	Scenario	Action	Confirmation Bonus	Scenario	Action
By M4	Achievement of GSG Target	Confirmation with fast-track bonus	20% of NAC	Non-Achievement of GSG Target	Confirmation period extension to M6
By M6		Confirmation with bonus	10% of NAC		Separation from service

*Active License – License with at least 1 NOP by M1

Evaluation/Achievement Period:

- If FLS joins between 1st and 15th of the month, the same month will be considered as 1st month of joining (M0). For e.g if the FLS is hired between 1st and 15th of June, June will be his/her M0 and July will be M1.
- If FLS joins between 16th and 30th/31st of the month, the same month + next month will be considered as 1st month of joining (M0). For e.g. if the FLS is hired between 16th and 30th of June, June + July will be his/her M0 and August will be M1.

In case you fail to achieve the goals as defined above; your services will be terminated effective the last date of applicable evaluation period which is at the end of 7 months

Please note that your annual goal sheet targets will be governed by the Sales Progression scheme as designed & communicated by the Company from time to time.

To,

Madhyama Atul Raut

Flat no 402 Sai gajanan residency BSNL tower Akola 444005

Dear Madhyama Raut,

We are pleased to appoint you as "Agency Manager" in the "Direct Sales Force" Department at Akola Location of Aditya Birla Sunlife Insurance ("Company"). Your appointment is effective from your Date of Joining i.e. 01/11/2021. ("DOJ")

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached Annexure "A". The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. In addition to your fixed pay, you will be covered under the Sales Incentive Plan. The payout will be based on your performance and dependent on parameters that are defined under the Sales Incentive Plan from time to time.

2. Your compensation may be revised from time to time in accordance with Company's policies.

Probation, Confirmation & Separation:

3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you on your joining. This will be based on your performance and dependent on parameters that are defined under the Sales Progression Plan from time to time.

4. Initially you will be on probation for a period of 6 (six) months from the Date of Joining the Company. Your services will be confirmed on successful completion of New Hire Goalsheet as mentioned in Annexure "B", else you would continue in probation till such time as your services are either confirmed in writing or terminated as per clauses below.

5. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company up till attainment by you of the age of superannuation, as set out in the Company policy from time to time, which at present is 60 years. Your superannuating age will be calculated against the date of birth proof submitted at the time of joining the Company.
6. During the probation either party may terminate the service by: (i) giving 15 days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party.
7. Post confirmation, either party may terminate the service by (i) giving < 30> days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party. The services can also be terminated by the Company on Grounds of non-performance of the employee, on which issue the decision shall be taken the sole discretion of the Company, by (i) giving 30 days' written notice; or (ii) payment in lieu of notice period to be paid by the Company to the employee.
8. **Payment in Lieu of Notice Period:** In case either party wishes to make payment instead of continued employment during the notice period (both during the probation period and post confirmation) then the same be calculated on a daily basis, on the basis of Basic Salary. The payment shall have to be made for the number of days falling short of the notice period.
9. It is clarified that the Company reserves the right to either to accept or to deny, at its sole discretion, the payment in lieu of notice period, if so requested by the employee, both during probation period and post confirmation, and may ask the employee to serve the full notice period.
10. The employee cannot avail of any privilege leave during the notice period, except with the prior approval of the head of department/function. It is clarified that the employee is not entitled to any privilege leave during probation period, thus, cannot claim to avail the same during the notice period in case of termination of employment during the probation period.
11. The final relieving of the employee from the employment shall be subject to (i) the employee's satisfactory handover of the duties and all information and documents pertaining to the work of the employee to the Company's representative or the employee's successor; (ii) settlement of outstanding dues payable from the employee to the Company; (iii) service of notice period or



payment in lieu thereof, as the case may be; and (iv) clearance from your immediate supervisor and such other departments as may be prescribed in the Company Policy.

12. Termination for Cause: The Company reserves the right to terminate your employment immediately without giving a notice period of service or payment in lieu of notice period in case reason for the same exists ("Termination for Cause"), which circumstances include but are not limited to: (i) any violation of the terms and conditions of employment as contained in this letter or as contained in any of the rules, regulations and policies of the Company, as shall be amended from time to time; (ii) In case the Company : finds you guilty of misconduct, dishonesty or acting in a manner prejudicial to or conflicting with the interests of the Company; and (iii) in case you absent yourself from the services of the Company without prior approval for four (4) consecutive days or overstay sanctioned leave without prior intimation and approval by four (4) consecutive days; in this case you will be deemed to have abandoned service voluntarily and shall have to pay to the Company payment in lieu of notice.

Actions Upon Ending of Employment:

13. In the event your retirement (upon attaining the age of superannuation), separation or termination of your employment by the Company for any reason whatsoever, you will promptly return to the Company, all documents, files, notes, lists, credit cards, computer disks, recordings, print-outs, drawings, any other assets (including, without limitations, any materials reflecting or containing Confidential Information) that are in your possession or under your control and that relate to the operation and business of the Company. You shall not be entitled to retain any duplicates or summaries of or notes on any of the foregoing.

14. In case you are provided with accommodation by the Company, then upon end of your employment with the Company, howsoever caused, you shall vacate the premises in accordance with the rules of the location of your posting and of the Company and within the time frame prescribed therein, subject to any other time frame as may be specifically communicated to you in writing.

Leaves:

15. You will be governed by the Company's leave policy in force and as applicable to your category of employees from time to time.

Traveling:

16. In the course of your employment, you may be required to travel to domestic and foreign locations in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the relevant travel policies.

Transfer:

17. Your services are liable to be transferred, as per Company Policy, to any other associate or affiliate entity of the Company and such transfer can be to any other domestic or international location. Upon transfer you shall be paid relocation expenses as per Company Policy. The Company is a part of the Antifrazile and the companies in the Antifrazile are affiliates of the Company. It is understood and agreed that the Company shall have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future, whether present or set up in future. All such transfers shall be on continuity of service basis, however, upon such transfer you shall be governed by the rules, regulations and policies of such new employer and all your legal rights and remedies shall only be against such new employer.

Confidentiality & Non-Disclosure:

18. You agree that during your employment you may have access to or acquire, through the Company, its employees, clients, vendors, service providers etc., various kinds of information pertaining, amongst others, to the business, employees, clients and other stakeholders of the Company and that all such information ("Confidential Information") shall be treated as confidential and shall not be disclosed by you to any third party or even other employees of the Company. Disclosure of Confidential Information to other employees of the Company shall be purely on a need to know basis. You should refrain from sharing any information – whether words, images, logos or videos – that is Confidential or proprietary to the Company through any modes of media, including public newspaper, journal, television channels, online media, news channels or otherwise. You shall not release/ disclose on media, any internal communication intended solely for the information of all employees of the Company nor shall you associate yourself with any group or entity engaging in such activities without the prior approval of the management. You shall not publish or communicate, in any manner, any derogatory or defamatory content about the Company, its associates, affiliates, management or other employees. You understand and agree that you

have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, Confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief and therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce the provisions contained herein.

19. During the continuance of your employment with the Company and thereafter, any process, practice, discovery or invention ("Invention") developed or acquired by you in the course of discharging of the assigned duties, shall remain the sole property of the Company and same shall not be used in any manner whatsoever by you without the specific knowledge and express permission of the Company, post cessation of your employment with the Company, and you hereby assign all rights, title and interest in such Invention to the Company and agree to help the Company to perfect its title to the same.

20. During the period of your employment with the Company and for a period of one year thereafter you agree you shall not, whether directly or indirectly, induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity. You shall keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

21. During the period of your employment with the Company and for a period of one year thereafter you agree that you shall not, whether directly or indirectly, solicit or induce any customer to remove its business from or reduce its business with the Company or its affiliates.

22. You agree to keep strictly confidential in whole or in part, the terms of this letter/agreement and further agree not to disclose the terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.

Company's Rules, Regulations and Policies:

23. The Company reserves the right to change the terms of employment from time to time.

24. You will be bound by the various rules, regulations and policies of the Company as are existing on the date and as shall be amended by the management from time to time and the same are deemed to be part of your terms and conditions of employment. You are required to follow the Company's values and code of conduct and other policies and these include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You are required to acquaint yourself with the various rules, regulations and policies of the Company and follow these strictly. In order to keep the Employee apprised of the changing policies on a regular basis, the Company shall make reasonable efforts to make the policies available for the employees to access them.

25. Any violation of the terms and conditions as contained in this letter and the Company's rules, regulations and policies and can render your employment liable to be terminated.

26. While you are being appointed in the current role and function, you may be called upon to perform such other duties or take on such other responsibilities in the interest of the business and priorities of the Company, which the management believes are well within your capabilities and of which the management will be the sole judge. In this regard, it is further clarified that with ever changing scene of technology, office automation, administrative procedure, you will undertake to adapt new methods of working with the use of modern or modified equipment, tools etc. of work as dictated by the circumstances of the Company's business in a competitive environment.

27. Your continuance in the employment of the Company is subject to your remaining physically and mentally fit for the purpose of the job. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.

28. During the course of your employment with the Company you shall not take up any other employment or activity, whether for or without consideration, that may be a conflict with your responsibilities as an employee of the Company and shall devote your full time and attention to the employment with the Company. Amongst others you will not contest election to any legislature or local body without the previous specific permission of the employer in writing.

29. You will keep us informed of any changes in your residential address (Current and Permanent), or any other personal particulars relevant to your employment e.g. change in name, addition of further professional qualifications etc.

30. You confirm that there is no litigation/conviction against you before any Court of Law which involves criminal offence or offences involving moral turpitude.

31. You give your consent and irrevocable authorization to the Company: (i) to share and disclose the information relating to your current and previous employment and academic credentials with any person, vendors or any other authority or any third party, engaged by the Company to obtain such information as is required for the purpose of proper background check and verification, both during and after your term of employment; (ii) to provide a reference check covering your employment with the Company, including sharing the cause of your exit from the Company to any third party or repository agency conducting a reference check on behalf of any other employer or agency, as may approach it either during or post your exit from the Company; and (iii) to share your details or any other information pertaining to your employment with any Government authority and agency, pursuant to a request received for the same both during and post your exit from the Company.

32. During your employment the employer may also ask you for proof of date of birth, nationality, education, prior employment documents and proof of relationship with any nominees in any statutory or other benefit plans provided by the Company, etc. which have to be submitted by you within a stipulated timeline as required by the Company. The employer will store these documents in electrical / physical format as deemed fit or relevant.

33. (i) This appointment is contingent upon:

(a) Satisfactory results of the pre-employment medical check-up and satisfactory reference checks, background verifications, verification of educational qualifications and past employment records.

(b) All information, facts and figures provided by you to the company's representatives at any point in time, being accurate and true.

(c) Your acceptance of the above terms and conditions.

(ii) The Company reserves the right to terminate your employment forthwith, without any notice period or payment in lieu of notice, in case any information provided by you or your references turns out to be false or incorrect.

(iii) You are requested to provide us a copy of this appointment letter signed by you as an indication of your acceptance.

We wish you an enjoyable and rewarding association with **Aditya Birla Sun Life Insurance**

Yours Sincerely,

For & on Behalf of

Aditya Birla Sun Life Insurance



Authorized Signatory

Prasad Kakkat

Head – Sales HR

I have read and understood all provisions relating to my employment with the organization and I accept all the terms and conditions mentioned in the same.

{EMPLOYEE_SIGNATURE}

Name:

Date:

Annexure A

		Fixed Compensation	
		Monthly	Annual
Salary		6271	75250
	Basic Salary	6271	75250
Allowances & Reimbursements		9943	119313
	Housing Rent Allowance	3135	37625
	Education Allowance	200	2400
	Statutory Bonus	1400	16800
	Special Allowance	5207	62488
Gross Salary		16214	194563
Retirals		1703	20437
	Provident Fund (Company Contribution)	1401	16817
	Gratuity	302	3620
Fixed Compensation		17917	215000

Annexure B DSF

New Hire Goal Sheet

On your joining, you will be governed by the following Goal sheet as given below:

1st Milestone	Goal Sheet	
GSG	Active License	5 Confirmation in Services of the Company

Period	Scenario	Action	Confirmation Bonus	Scenario	Action
By M4	Achievement of GSG Target	Confirmation with fast-track bonus	20% of NAC	Non-Achievement of GSG Target	Confirmation period extension to M6
By M6		Confirmation with bonus	10% of NAC		Separation from service

*Active License – License with at least 1 NOP by M1

Evaluation/Achievement Period:

- If FLS joins between 1st and 15th of the month, the same month will be considered as 1st month of joining (M0). For e.g if the FLS is hired between 1st and 15th of June, June will be his/her M0 and July will be M1.
- If FLS joins between 16th and 30th/31st of the month, the same month + next month will be considered as 1st month of joining (M0). For e.g. if the FLS is hired between 16th and 30th of June, June + July will be his/her M0 and August will be M1.

In case you fail to achieve the goals as defined above; your services will be terminated effective the last date of applicable evaluation period which is at the end of 7 months

Please note that your annual goal sheet targets will be governed by the Sales Progression scheme as designed & communicated by the Company from time to time.

To,

Priyanka Panjabrao Belkhede

Near big Cinema new bhim nagar Akola

Dear Priyanka Belkhede,

We are pleased to appoint you as "Agency Manager" in the "Direct Sales Force" Department at Akola Location of Aditya Birla Sunlife Insurance ("Company"). Your appointment is effective from your Date of Joining i.e. 29/10/2021. ("DOJ")

Your employment with the Company shall be subject to the following terms and conditions:

1. Details of your compensation are as per the attached Annexure "A". The payment of compensation shall be subject to deduction of Income Tax as per the prevailing Income Tax rates and other statutory deductions, as may be required in accordance with applicable laws in force from time to time. In addition to your fixed pay, you will be covered under the Sales Incentive Plan. The payout will be based on your performance and dependent on parameters that are defined under the Sales Incentive Plan from time to time.

2. Your compensation may be revised from time to time in accordance with Company's policies.

Probation, Confirmation & Separation:

3. You will be governed as per Company's Sales Progression Plan, as applicable in your grade and will be communicated to you on your joining. This will be based on your performance and dependent on parameters that are defined under the Sales Progression Plan from time to time.

4. Initially you will be on probation for a period of 6 (six) months from the Date of Joining the Company. Your services will be confirmed on successful completion of New Hire Goalsheet as mentioned in Annexure "B", else you would continue in probation till such time as your services are either confirmed in writing or terminated as per clauses below.

5. Once confirmed, unless the employment is terminated earlier, you shall continue to be in the employment of the Company up till attainment by you of the age of superannuation, as set out in the Company policy from time to time, which at present is 60 years. Your superannuating age will be calculated against the date of birth proof submitted at the time of joining the Company.
6. During the probation either party may terminate the service by: (i) giving 15 days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party.
7. Post confirmation, either party may terminate the service by (i) giving < 30> days' written notice; or (ii) payment in lieu of notice period to be paid by the party terminating the services to the non-terminating party. The services can also be terminated by the Company on Grounds of non-performance of the employee, on which issue the decision shall be taken the sole discretion of the Company, by (i) giving 30 days' written notice; or (ii) payment in lieu of notice period to be paid by the Company to the employee.
8. **Payment in Lieu of Notice Period:** In case either party wishes to make payment instead of continued employment during the notice period (both during the probation period and post confirmation) then the same be calculated on a daily basis, on the basis of Basic Salary. The payment shall have to be made for the number of days falling short of the notice period.
9. It is clarified that the Company reserves the right to either to accept or to deny, at its sole discretion, the payment in lieu of notice period, if so requested by the employee, both during probation period and post confirmation, and may ask the employee to serve the full notice period.
10. The employee cannot avail of any privilege leave during the notice period, except with the prior approval of the head of department/function. It is clarified that the employee is not entitled to any privilege leave during probation period, thus, cannot claim to avail the same during the notice period in case of termination of employment during the probation period.
11. The final relieving of the employee from the employment shall be subject to (i) the employee's satisfactory handover of the duties and all information and documents pertaining to the work of the employee to the Company's representative or the employee's successor; (ii) settlement of outstanding dues payable from the employee to the Company; (iii) service of notice period or



payment in lieu thereof, as the case may be; and (iv) clearance from your immediate supervisor and such other departments as may be prescribed in the Company Policy.

12. Termination for Cause: The Company reserves the right to terminate your employment immediately without giving a notice period of service or payment in lieu of notice period in case reason for the same exists ("Termination for Cause"), which circumstances include but are not limited to: (i) any violation of the terms and conditions of employment as contained in this letter or as contained in any of the rules, regulations and policies of the Company, as shall be amended from time to time; (ii) In case the Company : finds you guilty of misconduct, dishonesty or acting in a manner prejudicial to or conflicting with the interests of the Company; and (iii) in case you absent yourself from the services of the Company without prior approval for four (4) consecutive days or overstay sanctioned leave without prior intimation and approval by four (4) consecutive days; in this case you will be deemed to have abandoned service voluntarily and shall have to pay to the Company payment in lieu of notice.

Actions Upon Ending of Employment:

13. In the event your retirement (upon attaining the age of superannuation), separation or termination of your employment by the Company for any reason whatsoever, you will promptly return to the Company, all documents, files, notes, lists, credit cards, computer disks, recordings, print-outs, drawings, any other assets (including, without limitations, any materials reflecting or containing Confidential Information) that are in your possession or under your control and that relate to the operation and business of the Company. You shall not be entitled to retain any duplicates or summaries of or notes on any of the foregoing.

14. In case you are provided with accommodation by the Company, then upon end of your employment with the Company, howsoever caused, you shall vacate the premises in accordance with the rules of the location of your posting and of the Company and within the time frame prescribed therein, subject to any other time frame as may be specifically communicated to you in writing.

Leaves:

15. You will be governed by the Company's leave policy in force and as applicable to your category of employees from time to time.

Traveling:

16. In the course of your employment, you may be required to travel to domestic and foreign locations in connection with the Company's business, according to the directions and instructions issued by the Management, from time to time, for which you will be reimbursed expenses in accordance with the relevant travel policies.

Transfer:

17. Your services are liable to be transferred, as per Company Policy, to any other associate or affiliate entity of the Company and such transfer can be to any other domestic or international location. Upon transfer you shall be paid relocation expenses as per Company Policy. The Company is a part of the Antifrazile and the companies in the Antifrazile are affiliates of the Company. It is understood and agreed that the Company shall have the right to transfer/second you, as the case may be, to any function or business group, any other location within India or overseas, or to its affiliate and subsidiary organizations, at any time in the future, whether present or set up in future. All such transfers shall be on continuity of service basis, however, upon such transfer you shall be governed by the rules, regulations and policies of such new employer and all your legal rights and remedies shall only be against such new employer.

Confidentiality & Non-Disclosure:

18. You agree that during your employment you may have access to or acquire, through the Company, its employees, clients, vendors, service providers etc., various kinds of information pertaining, amongst others, to the business, employees, clients and other stakeholders of the Company and that all such information ("Confidential Information") shall be treated as confidential and shall not be disclosed by you to any third party or even other employees of the Company. Disclosure of Confidential Information to other employees of the Company shall be purely on a need to know basis. You should refrain from sharing any information – whether words, images, logos or videos – that is Confidential or proprietary to the Company through any modes of media, including public newspaper, journal, television channels, online media, news channels or otherwise. You shall not release/ disclose on media, any internal communication intended solely for the information of all employees of the Company nor shall you associate yourself with any group or entity engaging in such activities without the prior approval of the management. You shall not publish or communicate, in any manner, any derogatory or defamatory content about the Company, its associates, affiliates, management or other employees. You understand and agree that you

have a continuing obligation not to use, publish or otherwise disclose either during or after your employment with the Company, any trade secrets, Confidential or proprietary information belonging to, or concerning or referring to the Company, or any client or customer of the Company. You acknowledge that should you breach this provision, the Company will suffer immediate and irreparable harm and that money damages will be inadequate relief and therefore, you agree that should you breach this provision; the Company will be entitled to injunctive relief to enforce the provisions contained herein.

19. During the continuance of your employment with the Company and thereafter, any process, practice, discovery or invention ("Invention") developed or acquired by you in the course of discharging of the assigned duties, shall remain the sole property of the Company and same shall not be used in any manner whatsoever by you without the specific knowledge and express permission of the Company, post cessation of your employment with the Company, and you hereby assign all rights, title and interest in such Invention to the Company and agree to help the Company to perfect its title to the same.

20. During the period of your employment with the Company and for a period of one year thereafter you agree you shall not, whether directly or indirectly, induce or solicit any person employed or engaged by the Company or its affiliate companies (whether as an employee, consultant, advisor or in any other manner) to terminate their contractual relationship with the Company; and become an employee of, or directly or indirectly offer services in any form or manner to any other company, person or entity. You shall keep the Company indemnified in respect of any loss that may be caused to it as a result of breach of this covenant by you.

21. During the period of your employment with the Company and for a period of one year thereafter you agree that you shall not, whether directly or indirectly, solicit or induce any customer to remove its business from or reduce its business with the Company or its affiliates.

22. You agree to keep strictly confidential in whole or in part, the terms of this letter/agreement and further agree not to disclose the terms of employment to any person and entity except as required by law or legal process and except for disclosure to your attorneys, accountants, and immediate family.

Company's Rules, Regulations and Policies:

23. The Company reserves the right to change the terms of employment from time to time.

24. You will be bound by the various rules, regulations and policies of the Company as are existing on the date and as shall be amended by the management from time to time and the same are deemed to be part of your terms and conditions of employment. You are required to follow the Company's values and code of conduct and other policies and these include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You are required to acquaint yourself with the various rules, regulations and policies of the Company and follow these strictly. In order to keep the Employee apprised of the changing policies on a regular basis, the Company shall make reasonable efforts to make the policies available for the employees to access them.

25. Any violation of the terms and conditions as contained in this letter and the Company's rules, regulations and policies and can render your employment liable to be terminated.

26. While you are being appointed in the current role and function, you may be called upon to perform such other duties or take on such other responsibilities in the interest of the business and priorities of the Company, which the management believes are well within your capabilities and of which the management will be the sole judge. In this regard, it is further clarified that with ever changing scene of technology, office automation, administrative procedure, you will undertake to adapt new methods of working with the use of modern or modified equipment, tools etc. of work as dictated by the circumstances of the Company's business in a competitive environment.

27. Your continuance in the employment of the Company is subject to your remaining physically and mentally fit for the purpose of the job. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.

28. During the course of your employment with the Company you shall not take up any other employment or activity, whether for or without consideration, that may be a conflict with your responsibilities as an employee of the Company and shall devote your full time and attention to the employment with the Company. Amongst others you will not contest election to any legislature or local body without the previous specific permission of the employer in writing.

29. You will keep us informed of any changes in your residential address (Current and Permanent), or any other personal particulars relevant to your employment e.g. change in name, addition of further professional qualifications etc.

30. You confirm that there is no litigation/conviction against you before any Court of Law which involves criminal offence or offences involving moral turpitude.

31. You give your consent and irrevocable authorization to the Company: (i) to share and disclose the information relating to your current and previous employment and academic credentials with any person, vendors or any other authority or any third party, engaged by the Company to obtain such information as is required for the purpose of proper background check and verification, both during and after your term of employment; (ii) to provide a reference check covering your employment with the Company, including sharing the cause of your exit from the Company to any third party or repository agency conducting a reference check on behalf of any other employer or agency, as may approach it either during or post your exit from the Company; and (iii) to share your details or any other information pertaining to your employment with any Government authority and agency, pursuant to a request received for the same both during and post your exit from the Company.

32. During your employment the employer may also ask you for proof of date of birth, nationality, education, prior employment documents and proof of relationship with any nominees in any statutory or other benefit plans provided by the Company, etc. which have to be submitted by you within a stipulated timeline as required by the Company. The employer will store these documents in electrical / physical format as deemed fit or relevant.

33. (i) This appointment is contingent upon:

(a) Satisfactory results of the pre-employment medical check-up and satisfactory reference checks, background verifications, verification of educational qualifications and past employment records.

(b) All information, facts and figures provided by you to the company's representatives at any point in time, being accurate and true.

(c) Your acceptance of the above terms and conditions.

(ii) The Company reserves the right to terminate your employment forthwith, without any notice period or payment in lieu of notice, in case any information provided by you or your references turns out to be false or incorrect.

(iii) You are requested to provide us a copy of this appointment letter signed by you as an indication of your acceptance.

We wish you an enjoyable and rewarding association with **Aditya Birla Sun Life Insurance**

Yours Sincerely,

For & on Behalf of

Aditya Birla Sun Life Insurance



Authorized Signatory

Prasad Kakkat

Head – Sales HR

I have read and understood all provisions relating to my employment with the organization and I accept all the terms and conditions mentioned in the same.

{EMPLOYEE_SIGNATURE}

Name:

Date:

Annexure A

		Fixed Compensation	
		Monthly	Annual
Salary		6271	75250
	Basic Salary	6271	75250
Allowances & Reimbursements		9943	119313
	Housing Rent Allowance	3135	37625
	Education Allowance	200	2400
	Statutory Bonus	1400	16800
	Special Allowance	5207	62488
Gross Salary		16214	194563
Retirals		1703	20437
	Provident Fund (Company Contribution)	1401	16817
	Gratuity	302	3620
Fixed Compensation		17917	215000

Annexure B DSF

New Hire Goal Sheet

On your joining, you will be governed by the following Goal sheet as given below:

1st Milestone	Goal Sheet	
GSG	Active License	5 Confirmation in Services of the Company

Period	Scenario	Action	Confirmation Bonus	Scenario	Action
By M4	Achievement of GSG Target	Confirmation with fast-track bonus	20% of NAC	Non-Achievement of GSG Target	Confirmation period extension to M6
By M6		Confirmation with bonus	10% of NAC		Separation from service

*Active License – License with at least 1 NOP by M1

Evaluation/Achievement Period:

- If FLS joins between 1st and 15th of the month, the same month will be considered as 1st month of joining (M0). For e.g if the FLS is hired between 1st and 15th of June, June will be his/her M0 and July will be M1.
- If FLS joins between 16th and 30th/31st of the month, the same month + next month will be considered as 1st month of joining (M0). For e.g. if the FLS is hired between 16th and 30th of June, June + July will be his/her M0 and August will be M1.

In case you fail to achieve the goals as defined above; your services will be terminated effective the last date of applicable evaluation period which is at the end of 7 months

Please note that your annual goal sheet targets will be governed by the Sales Progression scheme as designed & communicated by the Company from time to time.

महाराष्ट्र शासन
शासकीय वैद्यकीय महाविद्यालय व सर्वोपचार रुग्णालय, अकोला.

दुरध्वनी क्र. ०७२४-२४३७०७८, २४३१९६० फॅक्स क्र. २४३७०७८
ग.क्र.शा.वै.म.स.रु.अ/आस्था ३,४/कोविड-१९/नियुक्ती आदेश/आत/१२२ दि. १२/०१/२०२२
कार्यालयीन आदेश १९६०९९

विषय :- कोविड-१९ अंतर्गत आहार तज्ञ पदावर निव्वळ तात्पुरत्या स्वरूपात कंत्राटी तत्त्वावर १२० दिवसांकरिता नियुक्ती देणेबाबत...

- संदर्भ :- १) वैद्यकीय शिक्षण व औषधी द्रव्ये विभागाचा शासन निर्णय क्र.ए.ए.ई.सी-१४२१/प्र. क्र.७३/वै.से.वा-४, दि. १६/०४/२०२१.
२) मा.संचालनालय, वै.शि.व सं, मुंबई, यांचे पत्र क्र.संवैशिवसं/कोविड-१९/ता.व्य/बाह्यस्त्रोत/अ-४/७२५१/२१, दि. १६/०४/२०२१,
३) श्रीमती विशाखा शर्मा यांचा प्राप्त अर्ज दिनांक २८/१२/२०२१,
४) दिनांक ३०/१२/२०२१ रोजी आहार तज्ञ यांच्या झालेल्या सभेचा इतिवृत्त,
५) श्रीमती धनश्री प्रमोद सरप यांचा दिनांक ११/१/२०२२ रोजीचा प्राप्त घालेला अर्ज.

मा.संचालक, वैद्यकीय शिक्षण व संशोधन, मुंबई यांचे उपरोक्त संदर्भिय आदेशान्वये कोविड-१९ नाराचा प्रादुर्भाव रोखण्यासाठी आहार तज्ञ या पदावर नियुक्तीकरिता गुणवत्तेप्रमाणे निवड समितीने ल्या शिफारशीनुसार खालिल प्रमाणे उमेदवारास आहार तज्ञ या पदावर एकत्रित मानधन रुपये ०००/- वर निव्वळ तात्पुरत्या स्वरूपात कंत्राटी तत्त्वावर १२० दिवसांच्या कालावधी करिता खालील व शर्तीच्या अधिन राहून नियुक्ती देण्यात येत आहे.

अ.क्र.	उमेदवाराचे नांव	पदनाम	कालावधी
१	श्रीमती भारती रमेश पाटील	आहार तज्ञ	१२० दिवस

वि व अटी :-

आहार तज्ञ पदावरील नियुक्ती हि निव्वळ तात्पुरत्या स्वरूपात कंत्राटी तत्त्वावर आदेशाच्या दिनांकापासुन १२० दिवस राहिल. तदनंतर सदर नियुक्ती आपोआप संपुष्टात येईल. उमेदवाराची सेवा समाधानकारक असल्यास व गरज भासल्यास मुदतवाढ देण्यात येईल. नियुक्ती हि कंत्राटी स्वरूपात कार्यरत असल्याने उमेदवारास भविष्यात सदर पदावर कायमस्वरूपी नेमणुकीचा कोणताही हक्क राहणार नाही. नियुक्त कालावधीत काम असमाधानकारक आढळल्यास उमेदवारास कोणतीही पुर्वसुचना न देता सेवा तात्काळ समाप्त करण्यात येईल. तसेच सेवा समाप्त झाल्यावर त्यांना कोणत्याही न्यायालयात नेमणुक विंधित दावा करण्याचा हक्क राहणार नाही अथवा शासनाकडे अर्ज करता येणार नाही. अधिष्ठाता कार्यालयातुन व विभागप्रमुखाकडून वेळोवेळी निर्गमित होणारे आदेश उमेदवाराला धनकारक राहतील. उमेदवारांना एकत्रित वेतनाशिवाय अन्य कोणतेही भत्ते लागू राहणार नाही तसेच अन्य शासकीय रमचा-यांप्रमाणे सार्वजनिक सुटद्यांचा लाभ मिळेल. उमेदवारांना म.ना.से. नियम १९८१ लागू राहणार नाही. वृत्त वेतन, गटविमा योजना, एन.पी.एस. योजना या सारखे इतर कोणतेही लाभ उमेदवारास लणार नाही. उमेदवाराविरुध्द कोणताही फौजदारी गुन्हा दाखल नसल्याचे हमीपत्र उमेदवारास सादर करणे नकारक राहिल. संचालक, वैद्यकीय शिक्षण व संशोधन, मुंबई, यांनी बरील नियमीत रिक्त पदे बदलीने अथवा ल सेवेने भरल्यास सदर आदेश आपोआप संपुष्टात येतील. कंत्राटी काळात सेवामुक्त व्हायचे असल्यास एक महिन्याची आगाऊ सुचना किंवा एक महिन्याचे वेतन रुत उमेदवाराला कार्यमुक्त करण्यात येईल.



Letter of Intent/Expression of interest

CONFIDENTIAL

7th Jun, 2019

Dear Ms. Apeksha Changle,

Congratulations! You've landed on Cloudnine!

We are delighted to offer you the position of "Executive - Nutritionist "in the "Nutrition" department.

On Cloudnine, we are continually scouring the country for bright, young talent who can infuse our brand with new blood, energy and spirit. We are a community of vibrant minds and kindred souls. And we'd love for you to be a part of it. We found that your experience and outlook meshes well with the skill sets we are looking for in this role, and we look forward to the value that you can add to our organization.

As and on Cloudnine, our organizational fabric is seamed together by three intrinsic values: customer centricity, respect for employees and bias for action. We pride ourselves on being an organization that is equally outward and inward looking, channeling the energies harbored within us to our customers and well-wishers.

Our brand is also deep-seated in a guiding trinity we've christened the 3 C's: comprehensive care, clinical excellence and celebration. These principles lead the Cloudnine way beautifully, marrying superior care with little flashes of delight. Just as surely as the 3Cs are exemplified towards guests, they are mirrored towards employees. Our organization is rooted in superlative employee satisfaction and care, and the celebration of milestones big and small. Our work is tightly tethered to passion and play, and we love what we do. We cherish each day, and we want you to do the same.

There's only one step left before we embark on this brand-new, exciting journey. By accepting this offer letter, you can take your first step on Cloudnine. We promise you a treasure trove of new experiences that will keep you on Cloudnine for a long time to come.

You are requested to join us on or before 10th July, 2019

For any questions, please feel free to respond to this email and I'll be happy to address them for you.

Thanking you,
With best wishes,
For Cloudnine
(A unit of Kids Clinic India Pvt. Ltd.)

Sofia Joseph
General Manager - People Department

Kids Clinic India Pvt. Ltd., Regd. Office: 1533, 9th Main, 3rd Block, Jayanagar, Bengaluru 560011. Phone: +91 80 67999999

CIN - UBS110KA2005PTC037953 E-mail: info@cloudninecare.com | www.cloudninecare.com

Pravir V. Gawande

Tax Consultant

Reg. No. M-8602

Mo. No. : 7588121440

Email : pvgawandenn@gmail.com

C/o SURAJ PLAZA, NH-6, NANDURA -443404 Dist. BULDHANA

Appointment Letter

M/S Achal Ashok Agrawal

Date : 10/12/2020

Raj Nagar, ward no. 3

Nandura - 443404

Dear Achal,



With reference to your application and interview dated on 5th Dec 2020, we are pleased to offer you position of **Junior Accountant** for accounts and taxation in our Organization.

Your joining date is confirmed at **15th Dec 2020** as per the following conditions.

- You are entitled to a salary of ₹60k p.a.
- You agree to comply with Terms and Conditions of Appointment
- The working hours of your profile will be 11.00 am to 6.00 pm.

We congratulate you on your appointment and assure you to get our full support for your professional growth and development.

Sincerely,

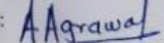

10/12/2020.


Pravir V Gawande

(Tax Consultant)

Accepted by

Name : Achal A Agrawal

Signature : 

Date : 12/12/2020



Offer Letter

Date : Wednesday, April 6, 2022

Dear Chaitali Pramod Khanderay,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Quality analyst at Think and Learn Private Limited (hereafter referred to as "BYJU'S" or "Company") in the Business Development (51000000) department subject to your acceptance of the terms of employment mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (Annexure A). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, April 12, 2022. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, April 12, 2022, the offer shall be deemed to be rejected by you. Please accept this offer in our HR portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Quality analyst
Department	Business Development
Employment Type	Regular
Work Location	IBC Knowledge Park, Bangalore

Fixed Compensation: ₹ 475000

Variable Compensation: ₹ 100000

Total Annual Cost to Company : ₹ 575000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Tuesday,

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	₹ 375000
Fixed Compensation	₹ 475000
Variable Compensation	₹ 100000
Earnings	
Component Category	Annual
Basic Pay	₹187,500.00
House Rent Allowance	₹93,750.00
PF (Employer Part)	₹21,600.00
Leave Travel Allowance	₹55,350.00
Special Allowance	₹0.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
Total Annual Earnings (Fixed CTC - Company PF Contribution)	₹353,400.00
Deductions	
PF (Employee's Part)	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
Total Annual Net Pay (Before Taxes)*	₹331,800.00

**Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your takehome salary would be Total Annual Net Pay - Taxes.*

Bonuses (As Applicable)

Joining Bonus : ₹ 0 Retention Bonus : ₹ 0 Relocation Bonus : ₹ 0

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

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

- Provident Fund

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.
This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

6. Retention Bonus will be paid only after successful completion of 12 Months with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the year is deemed satisfactory.
This clause is applicable only if the Retention Bonus component in the above structure is non-zero.

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of the Relocation Bonus received. This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.

8. Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving 2 days' notice. You are also at liberty to resign from the services of the Company by giving 2 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

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राष्ट्रीय आरोग्य अभियान
अंतर्गत मानघन तत्वावर कंत्राटी कर्मचाऱ्यांना पुनर्नियुक्ती
आरोग्य विभाग वर्धा

आदेश क्र.सारुव/जि.श.चि/एनएचएम/एनआरसी/कंत्राटी कर्म./पुनर्नियुक्ती/ 498 /२०२०, दि. ०१/०१/२०२०
संदर्भ : १) मा. अतिरिक्त अभियान संचालक, राष्ट्रीय नागरी आरोग्य अभियान, मुंबई यांचे पत्र क्र.
राआसो/आस्था/क.कर्म/पुनर्नियुक्ती/१०९७१-११३३५/२०२० दि. ०६/०१/२०२०
२) मा. अध्यक्ष, जि.ए.आ. व कु.क. संस्था तथा मुख्य कार्यकारी अधिकारी, जि.प. वर्धा
द्वारा मुळ नस्ती स्वाक्षांकीत दिनांक २९/०१/२०२०

संदर्भिय पत्रातील मार्गदर्शक तत्वानुसार जिल्हा एकात्मिक आरोग्य व कुटुंब कल्याण संस्था, वर्धा मार्फत राष्ट्रीय आरोग्य अभियान, अंतर्गत खालील उमेदवारास मानघन तत्वार कंत्राटी पध्दतीने डायटिशियन (एनआरसी), या पदावर पुनर्नियुक्ती देण्यात येत आहे. सदर नियुक्ती ही दि. ०७.०१.२०२० ते ०६.१२.२०२० पर्यंत ११ महिन्यांचे कालावधीसाठी २००००/- (अक्षरी - विस हजार रुपये) इतक्या दरमहा वेतनावर करण्यात येत असून, कंत्राटी कालावधीत एकुण ८ दिवस नैमित्तिक रजा व ७ दिवस वैयक्तिक रजा अनुज्ञेय राहतील. सदर ११ महिन्यांचा कालावधी पूर्ण होताच आपल्या सेवा आपोआप संपुष्टात येतील, त्यासाठी वेगळा आदेश काढला जाणार नाही याची नोंद घ्यावी. संबंधित उमेदवारांनी हा आदेश निर्गमीत झाल्यापासून त्वरीत कामावर रुजू व्हावे. रुजू करून घेतेवेळी कार्यालय प्रमुखांनी सोबत जोडलेल्या अटी व शर्तीनुसार १०० रुपयांच्या स्टॅम्प पेपरवर करारनामा लिहून घेऊन संबंधितास रुजू करून घेण्यात यावे. पुनर्नियुक्ती देतांना केंद्र सरकारने या पदांना मान्यता न दिल्यास नेमणुक रद्द करण्यात येईल. तसेच केंद्र शासनाने संबंधीत पदे नामंजूर केल्यास त्यांच्या सेवा कोणतीही पुर्व सुचना न देता तात्काळ समाप्त करण्यात येतील.

अ. क्र.	नांव	पदनाम	पदस्थापनेचे ठिकाण	अंतर्गत	मानघन	पुनर्नियुक्ती दिनांक
१	कु. पूनम इंगळे	डायटिशियन	सामान्य रुग्णालय वर्धा	एनआरसी	२००००/-	०७.०१.२०२० ते ०६.१२.२०२०

मुळ आदेश मा. अध्यक्ष जि.ए.आ. व कु.क. संस्था
तथा मु. का.अ.जि.प. वर्धा द्वारा साक्षांकीत

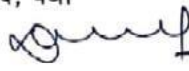

जिल्हा शल्य चिकित्सक
सामान्य रुग्णालय वर्धा

प्रती

कु. पूनम इंगळे
डायटिशियन (एनआरसी), सामान्य रुग्णालय वर्धा

प्रतिलिपी माहितीस सविनय सादर :-

- १) मा. अध्यक्ष, जि.ए.आ. व कु.क. संस्था तथा मुख्य कार्यकारी अधिकारी, जिल्हा परिषद, वर्धा
 - २) सचिव, जि.ए.आ. व कु.क. संस्था तथा जिल्हा आरोग्य अधिकारी, जिल्हा परिषद, वर्धा
- प्रत :- १) जिल्हा कार्यक्रम व्यवस्थापक, राष्ट्रीय आरोग्य अभियान, जिल्हा परिषद, वर्धा


जिल्हा शल्य चिकित्सक
सामान्य रुग्णालय वर्धा

राष्ट्रीय आरोग्य अभियान, अंतर्गत
कंत्राटी कर्मचाऱ्यांचा नियुक्ती आदेश
आरोग्य विभाग, जिल्हा - वर्धा

आदेश क्रमांक: जि.ए.आ.व.कु.क./जि.आ.अ./एन.ए.च.एम./कंत्राटी क नियुक्ती/ 514/19
दिनांक :- १६/०९/२०१९

- संदर्भ :- १) जा.क्र.रा.आ.सो/मनुष्यवळ/म.सु.पदभरती/सुधारीत नियोजन/३५६१७-९१९/१९
दिनांक १२.०७.२०१९
२) सन २०१९-२० चा मंजूर प्रकल्प अंमलबजावणी आराखडा.

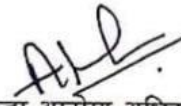
संदर्भिय पत्रातील मार्गदर्शक सुचनांनुसार जिल्हा एकात्मिक आरोग्य व कुटुंब कल्याण संस्था वर्धा मार्फत राष्ट्रीय आरोग्य अभियान अंतर्गत खालील उमेदवारास मानधन तत्वावर कंत्राटी पध्दतीने न्युट्रीशियनिस्ट (एनआरसी) या पदावर नियुक्ती देण्यात येत आहे. सदर नियुक्ती ही दि.०५.०१.२०२० पर्यंतचे कालावधीसाठी रु २०,०००/- इतक्या दरमहा वेतनावर करण्यात येत आहे, सदरचा कालावधी पुर्ण होताच आपल्या सेवा आपोआप संपुष्टात येतील, त्यासाठी वेगळा आदेश काढला जाणार नाही याची नोंद घ्यावी.

संबंधित उमेदवारानी हा आदेश निर्गमित झाल्यापासुन ७ दिवसाचे आत रुजु व्हावे. रुजु करुन घेतेवेळी कार्यालय प्रमुखांनी राज्यस्तरावरुन प्राप्त अटी व शर्तीनुसार १०० रुपयाच्या स्टॅम्प पेपरवर करारनामा लिहून घेऊन संबंधितास रुजू करुन घेण्यात यावे. नियुक्ती देतांना केंद्र सरकारने या पदांना मान्यता न दिल्यास नेमणुक रद्द करण्यात येईल तसेच केंद्र शासनाने संबधीत पदे नामंजूर केल्यास त्यांच्या सेवा कोणतीही पुर्वसुचना न देता तात्काळ समाप्त करण्यात येतील.

उमेदवाराचे नाव	पद	पदस्थापनेचे ठिकाण
पुनम सदन इंगळे	न्युट्रीशियनिस्ट	NRC जिल्हा सामान्य रुग्णालय, वर्धा

मुळ टिपणी मा.अध्यक्ष, जि.ए.आ.व कु.क संस्था तथा
मु.का.अ.जि.प.वर्धा यांचे द्वारा साक्षांकित

जिल्हा शल्य चिकित्सक,
सामान्य रुग्णालय, वर्धा


जिल्हा आरोग्य अधिकारी,
जिल्हा परिषद, वर्धा

प्रतिलिपी माहितीस्तव सादर-

अध्यक्ष जि.ए.आ.व कु.क संस्था तथा मुख्य कार्यकारी अधिकारी जि.प.वर्धा

प्रतिलिपी कार्यवाहीस्तव :-

- १) जिल्हा शल्य चिकित्सक, सामान्य रुग्णालय, वर्धा
- २) जिल्हा कार्यक्रम व्यवस्थापक, एन.ए.च.एम कार्यालय, वर्धा
- ३) पुनम सदन इंगळे यांना माहिती तथा कार्यवाहीस्तव अग्रेषित.



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Ref: HRW/ PM: AO: 4150: 2D: 2022
24.05.2022

BY SPEED POST

KUM. /SMT. SHRADDHA RAVI DESHMUKH (REGN. NO.2070050695)
C/O SHRI RAVI
KOTHARI NAGAR MALKAPUR ROAD AKOLA
AKOLA-444004
MAHARASHTRA

MADAM,

Please accept our hearty congratulations on your selection for the post of Probationary Officer (Specialization: AEO) in Junior Management Grade Scale I in the Bank. We extend a warm welcome to you to join the CANBANK family.

The Appointment Order for joining the Bank on 13.06.2022 is enclosed. Please note to bring all the certificates /documents as stipulated in the offer of appointment at the time of reporting on without fail.

- (1) As per norms, the antecedents of candidates to be appointed in the Officers' Cadre, are to be got verified from the Police Authorities concerned. In view of this, we request you to furnish us your bio-data in the "Attestation Form" duly mentioning the full postal address of the Office of the Superintendent of Police under whose jurisdiction your residence comes, to enable us to call for the required report from the Police Authorities. The Attestation Form, (Three Sets), together with recent passport size photographs affixed thereon may be submitted at the time of reporting for training.
- (2) You are also required to obtain a Medical Certificate of physical fitness as per proforma enclosed (F-1461) from a Govt. Medical Officer not below the rank of an Asst Civil Surgeon. A Declaration Form (F-1462) has to be produced before the Doctor at the time of Medical Examination. The Medical Fitness Certificate and a copy of the Declaration Form shall be submitted at the time of reporting to the Bank, without fail. The Medical Examination has to be got done at your own cost.
- (3) You should submit Disability Certificate issued by a Competent Authority in the format prescribed by Govt. of India (applicable in case of candidates belonging to Persons with Benchmark Disabilities).
- (4) You should submit the Scheduled Caste / Scheduled Tribe Caste Certificate in the prescribed format with the correct name of the Sub Caste, issued by the Competent Authority. If you do not submit the Certificate, as above, you will not be permitted to join the Bank. (Applicable in case of candidates belonging to Scheduled Castes/Scheduled Tribes only).
- (5) You should submit OBC Caste Certificate in the prescribed format (including the creamy layer clause) with the correct name of the Sub Caste, issued by the Competent Authority and the Certificate should be less than one year old. If you do not submit the Certificate, as above, you will not be permitted to join the Bank. (Applicable in case of candidates belonging to Other Backward Classes only).

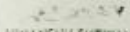
Ref: HRW; PM: AD: 4150: 2D: 2022

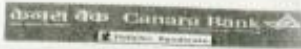
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- (6) You should submit Income & Asset Certificate to be produced by Economically Weaker Sections in the prescribed format with the correct name of the Caste, issued by the Competent Authority. If you do not submit the Certificate, as above, you will not be permitted to join the Bank. (Applicable in case of candidates belonging to Economically Weaker Sections only).
- (7) Besides the above, you are also required to bring all originals and one copy of all testimonials / certificates specified in the Appointment Order, if any, on the date of joining, failing which you will not be permitted to join the Bank.
- (8) You are also required to submit a self-attested copy of the Pan Card. In case you are not having a Pan Card the same should be applied and the proof of acknowledgment having applied for the same (containing the acknowledgment number) shall be submitted at the time of joining and shall intimate the Pan number as soon as it is received by you.

WITH BEST WISHES,

Yours faithfully,


HIMANSHU SHEKHAR
SENIOR MANAGER



Ref. HRW/PB/ AO/ 4150 / 20/ 2022

PROCEEDINGS OF THE CHIEF GENERAL MANAGER DATED 24.05.2022

- (1) KUM./SMT. SHRADDHA RAVI DESHMUKH is hereby appointed as Probationary Officer (Specialization: AED) in Junior Management Grade Scale I.
- (2) His / Her appointment in the Bank is strictly subject to his / her acceptance of the terms and conditions set out hereunder and his / her being found medically fit for the appointment by a Medical Officer not below the rank of Assistant Civil Surgeon.
- (3) He / She shall undergo the following courses of study and pass all the tests and examinations prescribed therefor:
 - (a) Courses of study at the Staff Training College / Centres of the Bank or outside institutions / agencies at Bangalore or at any other place as may be prescribed and/ or
 - (b) Practical work at Head Office, a branch or branches / offices of the Bank as may be prescribed from time to time.
- (4) In all matters concerning his / her service in the Bank, he / she shall in all respects be bound by the Regulations contained in the Canara Bank Service Code, Canara Bank (Officers) Service Regulations-1979, Canara Bank Officer Employees' (Conduct) Regulations-1976, Canara Bank Officer Employees' (Discipline & Appeal) Regulations-1976, Canara Bank Officer Employees' (Acceptance of Job in Private Sector Concerns After Retirement) Regulations, 2001, and any amendments & alterations thereof, additions thereto and/or any guidelines issued thereunder from time to time.
- (5) He/She is required to execute a Service Agreement in Form-12 set out in Appendix-I to the "Service Code" of the Bank and govern himself / herself in accordance therewith.
- (6) The period of probation shall be TWO YEARS from the date on which his / her probation period is to commence i.e. from the date of his / her joining the Bank, unless extended in accordance with the Regulations contained in the Service Regulations.
- (7) During the period of probation, he / she shall be paid salary and emoluments, as follows, subject to such variations as prescribed by Canara Bank (Officers) Service Regulations - 1979:

BASIC	DA	CCA	HRA
Rs. 36,000.00	As per Index Level	Depending on the place of posting	

- (8) If he / she is confirmed in the services of the Bank, his / her salary and emoluments will be such as would be set out in the order of confirmation.
- (9) His / Her confirmation in the Bank's services will be subject to satisfactory report regarding his / her character and antecedents from the Police Authorities and non-pendency of any criminal case / prosecution against him/her. His/ her conviction but released on probation, compounding of offence will also be treated as adverse report. In case of adverse / unsatisfactory Police Report, conviction, pendency of any criminal case / prosecution, his / her services are liable to be terminated without notice.
- (10) During the period of probation, he / she is liable to be shifted to different places to undergo practical training in Branches / Offices of the Bank.

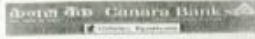
ವಿಳಿ ಮುಖಾಂತರ
ವಿಳಿ ಮುಖಾಂತರ
ವಿಳಿ ಮುಖಾಂತರ
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Human Resources Wing
 Personnel Management Section
 Head Office
 117, Old Bazaar
 Bangalore - 560 022

+91 80 2221561 / Extn 421
 +91 80 22116604

- (11) The change of placement during the period of probation will be treated as transfer, only for the limited purposes of TA / HA, joining time, wherever eligible and such placements will not be considered as transfers, for any other purposes. However, for transfer on request no TA/HA etc will be considered.
- After satisfactory completion of the training programme, he / she will be given a posting in any of the Branches / Offices of the Bank anywhere in India where he / she is liable to work for such periods as may be decided by the Bank from time to time.
- (12) If he / she fails to pass any of the tests prescribed in connection with the course of study and / or if his / her work progress and conduct are not found satisfactory, the Bank may extend the probation for a period not exceeding ONE year.
- (13) Notwithstanding what is stated in Para 12 above, the Bank may terminate his / her services at any time during the probationary period without assigning any reasons by giving him / her one month's notice in writing or by paying him/her one month's salary and emoluments in lieu of notice.
- (14) In case he/she desires to leave the services of the Bank any time after joining the Bank, he/she shall give three months' notice to the Bank as per Regulation 20 (2) of Canara Bank Officers' Service Regulations-1975 or seek the remit of the notice period from the Competent Authority by paying 3 months' salary (plus applicable taxes) in lieu of notice.
- (15) He / She shall faithfully and diligently serve the Bank at such place, branch, office, post or position to which he / she may from time to time be posted, appointed or transferred and shall in all respects, faithfully and diligently observe and obey all regulations, circulars, rules, orders, directions and instructions in force in the Bank or from time to time issued by the Bank or by any person or persons placed in authority over him / her in respect of or in relation to the work, duties, functions, powers or authorities from time to time assigned or entrusted to him / her.
- (16) He / She is required to produce the ORIGINAL / ONE COPY each of the following Certificates duly attested at the time of joining:
- (i) Medical Certificate of physical fitness in Form F.1461 from a Govt. Medical Officer not below the rank of an Asst Civil Surgeon along with a copy of the Declaration Form F.1462(Original)
 - (ii) Copy of SSLC Certificate certifying the Date of Birth;
 - (iii) Copies of Mark Sheets of Qualifying Exams (from SSLC onwards);
 - (iv) Copies of Degree Certificate or Provisional Certificate;
 - (v) Character & Conduct Certificates from three respectable persons not related to him / her of which, one must be from the Principal / Head of the Department of the College / University last attended and the remaining two from Gazetted Officers or Bank Officers.
 - (vi) In case of candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes / Economically Weaker Section (EWS) / PwBD categories / Certificate issued by the Competent Authority in the schemes sanctioned by the Government of India.
- Note:** In case of OBC candidates, Character Certificate should not be taken from any person at the time of joining.

with copy of your	Human Resources, HRD	0	HR/PM/AD/HRD/4150/22
with signed copy, with	Personnel Management Section	0	HR/PM/AD/HRD/4150/22
subject 112, if it is	HRD Section	0	HR/PM/AD/HRD/4150/22
copy - 100000	HRD Section	0	HR/PM/AD/HRD/4150/22



Ref: HRW/ PW/ AD/ 4150 / 20- 2023

- (viii) Employment Exchange Registration Card or a declaration stating that he has not registered his/her name with any Employment Exchange in the country.
- (ix) Pan Card & Aadhaar Card.

IMPORTANT IN CASE HE/SHE IS UNABLE TO PRODUCE ANY OF THE ABOVE CERTIFICATE DOCUMENTS, IN ADDITION TO WHAT IS MENTIONED AT (20) BELOW, HE/SHE WILL NOT BE ALLOWED TO JOIN THE BANK.

- (17) The appointment is provisional and is subject to the Scheduled Caste / Scheduled Tribe Certificates being verified through proper channels. If the verification reveals that the claim that they belong to Scheduled Caste / Scheduled Tribe, as the case may be, is false, their services will be terminated by cancellation of Appointment forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. (Please note that this clause is applicable in case of candidates belonging to Scheduled Caste/ Scheduled Tribe only).
- (18) The candidates, who have been selected under Scheduled Caste category, should inform the Bank in writing in case they undergo change of religion.
- (19) The appointment is provisional and is subject to the Other Backward Classes Certificates being verified through proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to the creamy layer is false, his / her services will be terminated by cancellation of Appointment forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates. (Please note that this clause is applicable in case of candidates belonging to Other Backward Classes only)
- (20) IN CASE OF CANDIDATES WHO ARE EMPLOYED, HE/SHE IS REQUIRED TO PRODUCE AN UNCONDITIONAL RELIEVING LETTER (ORIGINAL COPY ONLY - ISSUED BY THE COMPETENT AUTHORITY) AND GOOD CONDUCT CERTIFICATE FROM HIS/HER PREVIOUS EMPLOYER(S) AND ALSO FROM THE PRESENT EMPLOYER (IF ANY) WITHOUT WHICH, HE / SHE WILL NOT BE ALLOWED TO JOIN THE BANK. IF THE CANDIDATE DO NOT REVEAL THEIR CURRENT EMPLOYMENT AND JOIN THE BANK WITHOUT OBTAINING PROPER RELIEF OF SUCH EMPLOYER, THIS APPOINTMENT WILL BE TREATED AS ONE OBTAINED BY MISREPRESENTATION AND ACCORDINGLY WILL BE TREATED AS NON EST AND LIABLE TO BE CANCELLED WITHOUT ANY NOTICE.
- (21) He / She is required to submit his/her four passport size recent photographs duly signing across the photographs and writing his / her name in **BLOCK LETTERS** as well as their date of joining, on the reverse of all the four photographs.
- (22) He/She shall execute a FIDELITY & SECRECY BOND at the time of reporting for duty.
- (23) He / She shall submit a Return containing full particulars of assets & liabilities (as per the proforma) inherited by him / her or owned or acquired by him / her or held by him / her in his / her name or in the names of any family members or any other person as on date of appointment in the Bank and submit a "Return of Movable / Immovable property" as on 31st March, every year, as required under Canara Bank Officer Employees (Conduct) Regulation-1976 and Lokayatas & Lokpal Act, 2011 on any other Regulations, Act framed from time to time in this regard.

अधिकारी सूची सूची अधिकारी सूची सूची अधिकारी सूची सूची अधिकारी सूची सूची	Human Resources PERSONNEL MANAGEMENT SECTION Head Office 117, 1st Floor, Bangalore - 560 002	S P T T	91 80 2221181 / 2221182 91 80 2211804
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- (24) He / She is initially required to join the Bank at the following Branch/Office for undergoing induction training programme for Three Weeks:

CANARA BANK LEARNING & DEVELOPMENT CENTRE - PUNE NO. 11 M G ROAD RED CROSS BUILDING, 3RD FLOOR PUNE - 411001 MAHARASHTRA	On 13.06.2022 At 09.00 A.M.
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On completion of the training he/she shall report at the place of posting expeditiously, which will be informed in due course.

- (25) His / Her service will count as if from the date of his / her joining at our above Office / Branch. In case, extension of time is permitted for reporting, then the date of his / her service, will count from the date of such reporting at the specified Branch / Office.
- (26) He/She is not eligible for any Travelling Allowance/ Halting Allowance to join at the Branch/ Office mentioned under Clause 24 above.
- (27) He / she shall be eligible for pay, allowance and other perquisites as per Canara Bank Officers' Service Regulations 1979, as modified from time to time.
- (28) He/She shall be bound to join any funds for the benefit of employees as may be constituted by the Bank and to contribute thereto in accordance with the regulations governing such funds.
- (29) He/She shall be governed by the Defined Contributory Retirement Benefit Scheme as applicable to the employees of Central Government and there shall be no separate Contributory Provident Fund.
- (30) He/She is required to execute a bond for Rs 1,00,000/- (Rupee One Lakh Only), along with applicable GST and charges, to serve the Bank for a minimum period of TWO YEARS from the date of joining the Bank and govern himself / herself in accordance therewith.
- (31) If the probationary officer, after the said induction training or at any time during probation fails to report for duties at the branch/office as may be informed to him/her by the Bank and unauthorisedly absents himself/herself from the branch/office without permission from the Competent Authority for more than 15 days continuously it will be presumed that he/she is not interested in continuing in the services of the Bank and will be construed as a violation of the terms of the Bond executed by him/her and his/her services shall be liable to be terminated as per Regulations/provisions of this Appointment Order and shall also be liable to pay the bond amount for the violation of the Bond terms.
- (32) As per Government guidelines, he/she should possess computer literacy. If he/she does not possess the required computer literacy as prescribed by the Bank, he / she shall acquire the same within a period of six months of joining the Bank. In case, he/she fails to acquire the required computer literacy within a period of six months of joining the Bank, his/her services are liable to be terminated.

भारतीय स्टेट बैंक नया संजय सिनेमा, नगर काशीबाग 112, जे.पी. रोड कोलकाता - 700012	Human Resources - HRD Personnel Management Section Head Office 112, J.P. Road, Bangalore - 560012	+91 80 2222 1381 / Ext 421 +91 80 2219834 hrd@canara.co.in www.canara.co.in
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Ref: HRW/PM/ AO: 4150 / 20/ 2022

- (13) If at any time, in the course of his/her employment with the Bank, it comes to the notice of the Bank that he/she had been, prior to joining the Bank services convicted of any act also including the offence involving moral turpitude, his/her services will be liable to be terminated forthwith without any notice or compensation in lieu thereof. Further if his/her services are not terminated, he/she shall be liable to such disciplinary measures as the Bank shall deem fit and any penalty may be imposed upon he/she as a consequence thereof by the Competent Authority.
- (14) He/she shall be governed by the Official Language Implementation policy of Union / RBI / Bank & carry out the day to day work in Official Language i.e., Hindi as per the said policy.
- (15) His/her promotion to higher Scale shall be as per the promotion policy of the bank modified from time to time.
- (16) The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to Economically Weaker Section (EWS) is fake/false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate (Please note that this clause is applicable in case of candidates belonging to EWS Category only).

IF OUR OFFER OF APPOINTMENT ON THE TERMS & CONDITIONS, SET OUT ABOVE, IS ACCEPTABLE TO HIM / HER, HE / SHE SHALL GIVE HIS/ HER WILLINGNESS BY DULY SIGNING ON THE COPY OF THIS LETTER IN THE SPACE PROVIDED FOR AT THE TIME OF REPORTING ON **13.06.2022**, FAILING WHICH, HE / SHE WILL NOT BE ALLOWED TO JOIN AT THE BRANCH / OFFICE INDICATED ABOVE.

FOR CHIEF GENERAL MANAGER

Himanshu Shekhar
HIMANSHU SHEKHAR
SENIOR MANAGER

HEAD OFFICE
BENGALURU 560 002

सिध्दांत सुब्रह्मण्य
सिध्दांत सुब्रह्मण्य, वरिष्ठ
सिध्दांत 112, 2 वीं मंज
फोन - 560002

Human Resources - HRM
Personnel Management Section
Head Office
112, 2nd Floor
Bengaluru - 560 002

Tel: +91 80 22271801 / 1801425
Fax: +91 80 22118929



Ref: HRW/PM/AD/4150/30/2022

KUM. SMT. SHRADDHA RAVI DESHMUKH (REG NO. 2070050695)
C/O SHRI RAVI
KOTHARI NAGAR WALKAPUR ROAD AKOLA
AKOLA
MAHARASHTRA - 446004

RECRUITED CATEGORY	DATE OF BIRTH (DD/MM/YYYY)
UNRESERVED	16/11/1995

FOR ACKNOWLEDGEMENT AND RETURN TO THE BANK

I have read the terms & conditions and hereby accept the offer of appointment on the said terms & conditions set out in the above appointment letter.

I hereby declare that the information furnished by me in the biodata submitted to the Bank is true to the best of my knowledge and in the event of any of these information are found to be false or incorrect at a later date, my selection / appointment is liable to be terminated/cancelled.

Place :
Date :

Shreshth
SIGNATURE

बँकेचे कार्यालय	Human Resources	T	+91 90 2221581 / Ext 421
आसे व्हारे शाखा, अकोला	Personnel Management Section	M	+91 90 2211624
बँकेचे 112, 2 वी मंजरी	Head Office	F	
पेप - 543002	112, 2C Phase,		
	Bangalore - 560 092		



01-02-2022

Dear Arshi,

Congratulations! It is our pleasure to offer you the position of **Assistant Manager - Content (Learning Experience)** at Grade **G3** with **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE)**.

Please find the specifics of your offer below:

1. Your employment will be governed by upGrad Education Employment Agreement.
2. You will be based at our **Mumbai, Maharashtra, India** Office.
3. **Compensation:**
 - a. **Fixed** component of CTC will be **INR 6,43,500 (Six Lakh Forty Three Thousand Five Hundred Rupees)**. This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
 - b. **Variable** component of CTC will be **INR 71,500** per annum depending upon your performance of KPIs that will be defined at the start of your employment and / or Company's performance. The variable component shall be payable **Annually**.
4. You are expected to join us on **14-02-2022**.
5. You will be on a probationary review during the first three (3) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.
6. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.
7. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. I would like to take this opportunity to welcome you to the **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For upGrad Education Private Limited



Preeti Kaul
President - Human Resources

Received & Accepted

Arshi Dokadia

Annexure I

Name: Arshi Dokadia

Department: Learning Experience

Designation: Assistant Manager - Content

Grade: G3

Location: Mumbai, Maharashtra, India

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	2,25,225	18,769
HRA	1,12,613	9,384
Special Allowance	2,84,062	23,672
Provident Fund	21,600	1,800
Fixed CTC	6,43,500	53,625
Variable	71,500	
Total CTC	7,15,000	59,583
Relocation Allowance	25,000	

For terms and conditions, please refer to Annexure III

Note:

- Term Insurance for self is applicable as below:



- If Fixed CTC is 7 Lakhs or Below: 10 Lakhs Term Insurance

- If Fixed CTC is above 7 Lakhs: 20 Lakhs Term Insurance

- ◆ Mediclaim coverage of Rs. 5,00,000 for Self+ Spouse + 2 Kids.
- ◆ Group Personal Accident Insurance of Rs. 10,00,000.
- ◆ The reimbursements will be subject to submission of Bills.
- ◆ Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
- ◆ Tax will be deducted as per applicable slab rates.
- ◆ The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
- ◆ Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
- ◆ The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.



Annexure II

Documents Required

- Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).
- Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).
- Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).
- Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).
- Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).
- Four (4) passport size colored photographs.

Annexure III

Terms and Conditions

- 1. Joining Bonus (if applicable):** Joining Bonus as mentioned in Annexure I will be receivable if you join on the mentioned date above & after completion of 1 month of employment with us. You shall be liable to re-pay this amount in case you decide to leave the company within 1 year of the Start Date.
- 2. Retention Bonus (if applicable):** Retention Bonus as mentioned in Annexure I Retention bonus will be paid to you on successful completion of 1 year from your start date subject to the continuation of employment and you, not being on notice period at the time of actual payout.
- 3. Notice Period Buy Out (if applicable):** You shall be liable to pay back agreed notice period buyout amount incurred or reimbursed by the Company at the time of your joining if you decide to leave the Company within 1 year from Start Date.
- 4. Relocation Expenses or any other expense (if applicable):** You shall be liable to re-pay any Relocation Expenses/ any other expenses incurred or reimbursed by the Company at the time of your joining if you decide to leave the Company within 1 year from Start Date. The reimbursement needs to be claimed within 30 days of the expense incurred date.

QUESS

Date: Sep 18, 2021
Offer No : QS2344626

PAYAL JITENDRA NIMBALKAR
BEHIND READHE SWAMI MANDIR PENSHPUR SIDDHI CAMP AKOLA
MAHARASHTRA
NAGPUR
MAHARASHTRA

FIXED TERM EMPLOYMENT CONTRACT

Dear **PAYAL JITENDRA NIMBALKAR**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to VODAFONE IDEA LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from SEP 20, 2021 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from SEP 20, 2021 to AUG 19, 2022.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Rimbalkar

Ikya Confidential
Page 1

Offer No : QS2344626

This is a system generated letter

QUESS Corp Limited (Formerly IKYA Human Capital Solutions)
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

Annexure A

Name: Poonam Madhav Mamankar **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1442.392857	17,309
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5060	60,720
6	Company's Contribution of ESI @ 4.75% of Monthly Gross minus statutory exclusions	460	5,520
	Annual Gross Compensation		216,749
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		228,749
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Gratuity		3,752
	Annual Total Remuneration		252,001

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage of Rs. 250,000/- per annum
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' Compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing PF wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. # **Eligibility to ESI** shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Contribution to ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year. Associates who are active on Cognizant's payroll on the day of incentive payout.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payments of the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.





PRIVATE AND CONFIDENTIAL

Reference No. - 1384060382

Applicant ID - 6118122

29-Jun-2022

Jaya Majare

Dear Jaya,

We take great pleasure in extending an offer to you for being a part of ICICI Bank. You will be placed in Branch Banking at THANE WEST-MAJWADE_BR. Your Internship would take place at THANE WEST-MAJWADE_BR. Please note that your appointment is subject to your successful completion of the Post Graduate Diploma in Sales and Relationship Banking.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join our Bank on 30-Jun-2022 initially as a Trainee.
- You will be required to complete the on-the-job training for a period of three months immediately on joining.
- You will also be required to complete the mandatory NISM certification along with other evaluation process during the three months on-the-job training period to be eligible for Grade Confirmation.
- On successful completion of the three months' on-the-job training and NISM Certification, you will be placed in the grade of Senior Officer in the Bank.
- In the event of your not successfully completing the on-the-job training as per assessment of the Bank or failure to complete NISM Certification, this offer of appointment to place you in the grade of Senior Officer shall stand withdrawn and you shall continue to be in a position of Trainee till such period as decided by the bank.
- After completion of on-the-job training and NISM Certification, you will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation, your service with the Bank shall be confirmed, and communicated in writing to you.

Remuneration:

(a) During Training Period

- You will be paid an all-inclusive lump sum stipend of Rs. 7,600/- (Rupees Seven Thousand Six Hundred only) per month.

(b) On successful completion of on-the-job training period as Senior Officer.

ICICI Bank Limited

ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Yadodara 390007, India.

Reference No. - 1334060382

Jaya Majare

- Your Base Salary will be Rs. 96,000/- (Rupees Ninety Six Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 97,008/- (Rupees Ninety Seven Thousand and Eight only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 48,000/- (Rupees Forty Eight Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowance:

- You will be eligible for a Superannuation Allowance of Rs. 14,400/- (Rupees Fourteen Thousand Four Hundred only) per annum.

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Raze Course Circle,
Vadodra 390007, India.



Reference No. - 1384060382
Jaya Majare

Other Terms and Conditions of Service:

- **Professional Ethos & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive or reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 061, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007, India.

Reference No. - 1384050382

Jaya Majare

- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its officials for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.

ICICI Bank Limited

ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007, India.

Reference No. - 1384060382

Jaya Majare

- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of:
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc. and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable may be made applicable to you from time to time.
- **General:**
 - Your appointment and continuation in employment are subject to you being found medically fit by a Bank appointed doctor, reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/mark sheets at the time of joining.
 - You will be bound by the Rules and Regulations of the Bank.
 - You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

SUNEETHA VENKATA

Printed by G V SUNEETHA DEVI
Date: 2022-06-29 16:53:41 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

ICICI Bank Limited

ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007, India.

Signature of Applicant

Remuneration Details

Name : Jaya Majare
Position : Senior Officer Trainee
Group : RETAIL BANKING GROUP

	Senior Officer Trainee	
	Monthly	Quarterly
Basic	3,500	10,500
HRA	1,750	5,250
Allowances	2,350	7,050
PF**	702	2,106
Total	8,302	24,906

** This total amount is subject to PF and Professional Tax Deductions

Date: 29-Jun-2022

Digitally signed by G V SUNEETHA
DEVI
Date: 2022.06.29 16:53:41 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 061, India.

Tel. (91-22) 2653 1414
Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007, India.



Remuneration Details

Name: Jaya Majare
Position: Senior Officer
Group: RETAIL BANKING GROUP

Senior Officer		
	Monthly	Annual
Basic	8,000	96,000
HRA	4,000	48,000
Supplementary Allowance*	8,084	97,008
Superannuation Allowance	1,200	14,400
Total	21,284	2,65,408
Retirals		
Retirals (PF, Gratuity) ***	2,466	29,592
Total Fixed	23,750	2,95,000
Performance Linked Retention Pay#	2,167	26,000
Total CTC	25,917	3,11,000

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date : 29-Jun-2022

Digitally signed by G V SUNEETHA DEVI
Date: 2022.06.29 16:53:41 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited

ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

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Fax. (91-22) 2653 1122
Website www.icicibank.com

Regd. Office : "Landmark",
Race Course Circle,
Vadodra 390007, India.

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College For Women

Near Nehru Park, Murtizapur Road, Akola - 444 001 (M.S).
Ph.: (0724) 2450905, 2458748, Fax: - (0724) 2450905
E-mail: rdgcollegeakola@gmail.com Website:-www.rdgakola.ac.in
NAAC Reaccredited Grade - B with CGPA - 2.71
(Certified Minority Institution)

Ref. No.

Dt.:-

To,
Sapana Iche,
Akola.

Subject: - Appointment Letter.

Reference:- Your application for the post of Asst. Professor Clock Hour
Basis.

Dear Madam,

This is to inform you that you are appointed as a temporary Asst.
Professor CHB for UG classes in the faculty of Arts (Home Economics) for
the session 2021-22.

Your appointment is subject to approval from Sant Gadge Baba
Amravati University, Amravati & Hon'ble Joint Director, Amravati
Division, Amravati.

You are required to join your duties from 09/12/2021.


Principal
Radhadevi Goenka College
Smt. Radhadevi Goenka College
For Women, AKOLA

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College For Women

Near Nehru Park, Murtizapur Road, Akola - 444 001 (M.S).

Ph.: (0724) 2450905, 2458748, Fax: - (0724) 2450905

E-mail: rdgcollegeakola@gmail.com Website:-www.rdgakola.ac.in

NAAC Reaccredited Grade - B with CGPA - 2.71

(Certified Minority Institution)

Ref. No.

Dt.:-

To,
Kalpana Gorale,
Akola.

Subject: - Appointment Letter.


Reference:- Your application for the post of Asst. Professor Clock Hour Basis.

Dear Madam,

This is to inform you that you are appointed as a temporary Asst. Professor CHB for UG classes in the faculty of Arts (Marathi) for the session 2021-22.

Your appointment is subject to approval from Sant Gadge Baba Amravati University, Amravati & Hon'ble Joint Director, Amravati Division, Amravati.

You are required to join your duties from 09/12/2021.


Principal
Smt. Radhadevi Goenka College
For Women, AKOLA.



दक्षिण पूर्व मध्य रेल्वे
SOUTH EAST CENTRAL RAILWAY
मंडल कार्यालय, कर्मिक विभाग, किंग्सवे, नागपुर-440001
Divisional Office, Personnel Department, Kingsway, Nagpur-440001



75
आज़ादी का
अमृत महोत्सव

OFFICE ORDER No. NPB/174 /2022, Dated: 17-02-2022


The following candidates who have been empanelled for engagement as Act Apprenticeship under Apprentices Act-1961 & Apprentices Rule-1992 in Nagpur Division of S. E. C. Railway vide this office letter no. P/NGP/CDR/2021/26, Dated 14-02-2022 are hereby posted as under for imparting training for a period of 01 (One) year only commencing from 18-02-2022 to 17-02-2023. Their apprenticeship shall automatically be ceased/terminated on completion of one year training.

Sr. No.	Name of Trainee	DOB	Edu. Qual.	Trade	Engaged under
1	ANKITA GAJANAN RAJURKAR	10-01-2002	10 th +ITI	COPA	Sr. DFM office, SECR/Nagpur

Note:

- The above mentioned candidates have to undergo apprenticeship training for a period of one year on stipend as given below :-

Apprenticeship Trade - Computer Operator and Programming Assistant (COPA)	Stipend amount during the course of training - Rs.9156/-
---	--
- There is no guarantee for absorbing above candidates for any appointment in Railway after successful completion of training.
- The candidates have to execute an agreement as per rule for engagement as Apprentice.
- During apprenticeship, if any Apprentice is found guilty of any insubordination or misconduct or non performance as per the provision of Apprentices Act during Apprenticeship, they would liable to be discharged from apprenticeship by the competent authority.
- The candidate will be held responsible for Government money, goods and stores which may come in his/her possession during the course of his training.
- The candidates have to make their own arrangement for boarding and lodging during their training.
- No travelling allowance, conveyance charges will be granted for reporting to attend their training.
- They will conform to all rules and regulations prescribed for trainees and Apprentices both by Railway administration including the Railway Board and Apprenticeship Act 1961 & Apprentice Rule 1962 as amended from time to time and made applicable to Railway Board.
- The timing of training and the week days shall be same as followed in the respective shed/shop/office.
- If candidate is minor, contract should be executed by his guardian.
- Their payments/stipend will be drawn in a separate bill based on the actual attendance for the month.
- The necessary instructions with regard to engagement of Act Apprentices & imparting training is enclosed vide letter dated:14-05-2018 to be followed scrupulously by the Department/Units where apprentices are engaged including taking their practical examination after completion of one year training and submission of results to Cadre Section of this office without fail.


Divisional Personnel Officer
S. E. C. Railway, Nagpur
Date: 17/02/2022.

No. P/NGP/CDR/2021/26

Copy forwarded for information & further necessary action to:-

- PS to Sr.DFM/NGP-for kind information of Sr. DFM (2) Ch. OS(Mech.) Bills & Staff.



मंडल कार्यालय अधिकारी
Divisional Personnel Officer
द. पू. म. रेल्वे. नागपुर
S.E.C. Rly. Nagpur



for Sr. Divl. Personnel Officer



मंडल कार्यालय अधिकारी
Divisional Personnel Officer
द. पू. म. रेल्वे. नागपुर
S.E.C. Rly. Nagpur

Dr. Ujwal Karale

M.D. (P.S.M.)

Adarsh Colony, Akola 444004

Phone No. 0724-2450749


Date : 18/12/2022 2019

27/12/22

अनुभव प्रमाणपत्र

प्रमाणपत्र देण्यात येते की कुमारी नेहा सुरेश गुल्हाने यांनी डॉ. कराळे डे केअर युनिट अकोला येथे सकाळी ८ ते १ व संध्याकाळी ५ ते ९ मदतनिस म्हणून काम करतात. ही कर्तव्यदक्ष, कार्यकुशल असून मन मिळावु स्वभावाची आहेत, त्या बदल त्यांना वैद्यकीय सेवेचा अनुभव असल्याचे प्रमाणपत्र देण्यात येत आहे.

अपु.
वर्ष 2019 पासून
अजपयित
27/12/22


DR. U. A. KARALE
M.D. (P.S.M.)
Regd. No. 25454
Adarsh Colony, AKOLA

En. No. MAH/11696/2021

BAR COUNCIL of Maharashtra & Goa

0000098507

Sr. No. 206071



We, the Chairman, Vice-Chairman and Members of the Bar Council of Maharashtra & Goa Certify that the name of **Band Pooja Ramesh B.A. LL.B.** is entered on the **Eleventh** day of **October 2021** in the Roll of Advocates maintained by the Bar Council of Maharashtra & Goa under the provisions of section 17 of the Advocates Act, 1961 (Act No. 25 of 1961) as a person admitted to be an Advocate on the Roll of this Bar Council.

In Testimony whereof this certificate is granted to her at Bombay on the **Eleventh** day of the month of **October** in the year **Two Thousand Twenty One** under the seal of the said Bar Council and the signature of the said Chairman.



Gajanan B. Chavan
Chairman

AKOLA BAR ASSOCIATION - AKOLA

ADVOCATE
IDENTITY CARD



Name : Pooja Ramesh Band
Address : Kailas Tekadi, Daba Banwari
Math, Nimawadi Road, Akola.
Mah. No. : 9657899100
Reg. No. : MAH/11696/2021 2022
Date of Birth: 23/12/1996
Blood Group: O+ve



President