

# RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



## *Criterion Name: 5 Student Support and Progression*


*Index No: 5.2.1.1*

*Subtitle: Number of outgoing students placed during the last five years.*



**5.2.1 Placement details of outgoing students in the last five years**


Placement details of outgoing students						
Year of Graduation	Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
2018-19	Putul Kumari	B.Sc	Project Associate-II Kolkata	16/11/2022	DCG Data-Core Systems (India) Pvt.Ltd. DG Block, Sector II, Plot 4, Salt Lake City, Kolkata-700091	156,000/-
	Rena Chatterjee	B.Sc	Assistant Teacher	28/03/2022	Bidya Bharati School Behala, 61, Biren Roy Road (West), Kolkata-700008	108,000/-
	Megha Choudhury	B.A.	Teacher	09/03/2024	Hanifa School, AT-KASARI, P.O. Zarola, Dist-Anand, PIN-388590, Gujarat	264,000/-
	Priyanka Roy	B.Sc	HRT	11.03.2024	Indus Valley School, Turkayamjal, Sagar Road, Hyderabad	60,000/-
2019-20	Sana Naaz	B.Sc	Assistant Teacher	31/05/2021	Maulana Azad Girls' Jr. High School, 37 Topsia-2nd Lane, Kol-700039	60,000/-
	Ramita Bandhyopadhyay	B.FAD	Junior Designer	01/03/2022	Risam Exports, Ghosh Hat, P.O. Katwa, Dist-Burdwan, West Bengal, P.O. 713130	144,000/-
	Anwesa Manna	BFAD	Junior Associate Designer (Grade 01)	20/02/2023	Affinity Express India Pvt. Ltd. Office no 105, Sai Radhe Complex, Sangamwadi, Pune-411001	280,000/-
	Sakshi Sharma	B.FAD	Executive-Production Merchandiser	23/01/2023	Mallcom (India) Ltd. EN-12, Sector V, Salt Lake, Kolkata 700091	144,000/-
	Afreen Arif	B.A.	Administrator	20/11/2023	SKF India Pvt.Ltd	373,956/-

Authenticated  
  
 Principal  
 Rani Birla Girls' College  
 Kolkata - 700017



PHONE : 2287-5509 / 2283-5797  
**RANI BIRLA GIRLS' COLLEGE**  
38, Shakespeare Sarani  
Kolkata - 700 017  
GOVT. AIDED NAAC ACCREDITED

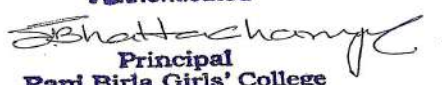
Placement details of outgoing students						
Year of Graduation	Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
2019-20	Srija Sur	B.A.	Associate Analyst	09/10/2023	Deloitte, Floor no. 15, Deloitte Tower 1, Survey No 41, Gachibowli Village, Ranga Reddy District, Hyderabad 500032	370,008/-
2020-21	Debarati Chakraborty	B.Sc	Telecaller	12/05/2022	Namaste Credit, C-135, 1st Floor, Kirti Nagar, New Delhi-110015	144,000/-
	Tiyasa Manna	B.Sc	Assistant Teacher	12/04/2022	St. Dominic Savio School, 12 & 59 Biiy Kumar Mukherjee Rd, Salkia, Howrah-711106	72,000/-
	Barira Ansar	B.FAD	Production Manager	23/08/2022	Blue Violet by Shradha Jain	120,000/-
	Ghazala Parveen	B.Sc	Customer Care Associate-Operations	20/08/2022	Window Technologies Pvt.Ltd. Plot Y9, Block-EP, Sector V, Salt Lake City, Kolkata-700091	70,050/-
	Mohor Samadder	B.Sc	Teacher	17/04/2023	Wonderland Academy, 2nd Floor, 18/1, Manujendra Dutta Road, DumDum Cantt, Kolkata-700028	120,000/-
	Ritika Mondal	B.Sc	Agent- Call Centre	14/12/2022	Pace Setters Business Solutions Pvt.Ltd, Bungalow 49, S.K. Bole Rd, Mumbai-400028	102,000/-
	Ritwika Dutta	B.FAD	Designer	01/07/2023	Rathod Jewellery Manufacturing Pvt. Ltd. E-13, M.I.D.C. Kolhapur-416122	324,000/-

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Year of Graduation	Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
2020-21	Roobanti Mitra	B.Sc	Digitizer-Trainee	27/06/2023	CyberSwift, DN 52, PS Srijan Tech Park, 6th Floor, Salt Lake, Sector V, Kolkata 700091	150,000/-
	Souhadri Bandhyopadhyay	B.Sc	Academic Writer	03/07/2023	Academic Solution Online, 320, Green Park, Sonarpur Station Rd, Kolkata- 700103	144,000/-
2021-22	Aisharya De	B.FAD	Junior Designer	01/11/2022	Manish Fashion World Pvt.Ltd. 1/12, Shyama Charan Chakraborty Lane, Baranagar, N-24 Pgs, West Bengal-700036	120,336/-
	Neeroja Rahaman	B.A.	Content Writer	19/12/2022	Social Berry Digital Solutions	144,000/-
	Razia Sultana Karim	B.A.	Cognizant	Process Executive-Voice	Cognizant	220,001/-
	Sabnaji Ali	B.FAD	Costume Designer	04/08/2022	Label Nandini Sengupta, 16 R.K. Chatterjee Road, Kasba, Block A, A002	120,000/-
	Sweta Shaw	B.A.	Life Advisor	30/11/2022	Kotak Life, Corporate Office: 7th Floor, Kotak Infiniti, Bldg. No. 21, Infinity Park,, Malad (E), Mumbai- 400097	30% commission on each successful policy conversion

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Year of Graduation	Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
2021-22	Shweta Das	B.FAD	Graphic Designer	17/10/2022	Founding Years Learning Solutions Pvt.Ltd. No 38/A2, Doddanakundi Industrial Area, Whitefid Road, Mahadevpura, K.R. Puram Hobli, Bangalore-560048	480,000/-
	Tapaja Bhattacharya	B.FAD	Junior Merchandiser	12/12/2022	Kothari Hosiery Factory Pvt.Ltd. Administrative office: 29 Strand Rd, Kolkata-700001	187,385/-
	Adiba Shahid	B.A.	Assistant Teacher	01/01/2022	Ideal Mission School, 42/1a, Topsia Road, Kolkata-700039	48000/-
	Rakiba Khanam	B.A.	Content Writer	01/03/204	Adda247, 2-A/3, Kundan Mansion Asaf Ali Rd, New Delhi-110002	180,000/-
2022-23	Puja Jha	B.A.	Cabin Crew	09/06/2022	Indigo Airlines, recruiter office: InterGlobe Aviation Ltd, Level 2, Tower C, Global Business Park, Mehrauli Gurgaon Rd, Gurgaon-122002	448,000/-
	Esha Ganguly	B.FAD	Junior Merchant	01/11/2023	Shrinka Enterprise, Deshbandhu Road (Paulpara) Madhyamgram, Kolkata-700130	162,000/-
	Falguni Mondal	B.FAD	Junior Merchant	01/11/2023	Shrinka Enterprise, Deshbandhu Road (Paulpara) Madhyamgram, Kolkata-700130	150,000/-

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Placement details of outgoing students						
Year of Graduation	Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
2022-23	Upama Majumder	B.FAD	Designer	15/11/2023	Denon Merchandise Pvt.Ltd, 65, Cotton St. Kolkata-700007	162,000/-
	Zubia Homa Sharafi	B.A.	Teacher in-charge	01/09/2023	Gulistan Model School, 25/1, Danish Molla Lane, Shibpur, Howrah-711102	60,000/-
	Dishani Sardar	B.A.	Senior Associate	09/03/2024	Nadezhda Ventures, B-127, Sector 2, Noida, Gautam Buddha Nagar, U.P. 201301	324,600/-
	Diya Gomes	B.A.	Junior Associate- Designer	07/03/2024	Affinity Express India Pvt. Ltd. Office no 105, Sai Radhe Complex, Sangamwadi, Pune-411001	286,000/-
	Tazeen Akhter	B.A.	Sales Officer	07/02/2024	Black Touch Abaya & Sheila, Establishment No. 1179738, Abu Dhabi, U.A.E.	163,224/-
	Nuzhat Imtiyaz Ansari	B.Sc	Work Assistant/A	07/02/2024	Bhabha Atomic Research Centre, Central Complex, Trombay, Mumbai-400085	
	Ayesha Dass	B.FAD	Traine Assistant- Product Development	04/04/2024	Silk Affair, Tangra Industrial Estate, Phase II, 45 Radhanath Chowdhury Road, Plot 1, Kolkata 700015	216,000/-

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Data compiled by Mr. Kinshuk Das

***Supporting documents  
for the placement of  
outgoing students in the  
last five years:***

- **Comprehensive year-wise list of students placed**
- **Appointment letters of each student**

## Graduating Year: 2018-19

Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
Putul Kumari	B.Sc	Project Associate -II Kolkata	16/11/2022	DCG Data-Core Systems (India) Pvt.Ltd. DG Block, Sector II, Plot 4, Salt Lake City, Kolkata-700091	156,000/-
Rena Chatterjee	B.Sc	Assistant Teacher	28/03/2022	Bidya Bharati School Behala, 61, Biren Roy Road (West), Kolkata-700008	108,000/-
Megha Choudhury	B.A.	Teacher	09/03/2024	Hanifa School, AT-KASARI, P.O. Zarola, Dist-Anand, PIN-388590, Gujarat	264,000/-
Priyanka Roy	B.Sc	HRT	11.03.2024	Indus Valley School, Turkayamjal, Sagar Road, Hyderabad	60,000/-



# Putul Kumari

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Project Associate-II Kolkata	16/11/2022	DCG Data-Core Systems (India) Pvt.Ltd. DG Block, Sector II, Plot 4, Salt Lake City, Kolkata-700091	156,000/-



## DCG DATA-CORE SYSTEMS (INDIA) PRIVATE LIMITED

DC (I) PL/2756

November 16, 2022.

**Ms. Putul Kumari**  
BL-H, R-34, New KPT Colony  
Taratala Road, Brace Bridge  
Circus Avenue Kolkata  
West Bengal - 700088

### Sub: Contract Employment

Dear Ms. Kumari,

With reference to your application and subsequent interview with us, this is to confirm the Terms & Conditions under which you are offered employment in this organization as **Project Associate-II, Kolkata**. Please find below the terms and conditions of your appointment.

1. The appointment will take effect from **16/11/2022**.
2. You will be paid a Basic Salary of **Rs. 3900/- per month**.
3. You will also be paid:
  - a) City Compensatory Allowance of **Rs. 800/- per month**.
  - b) Incentive of **Rs. 1800/- per month**
  - c) House Rent Allowance @ **60%** of your Basic salary per month: **Rs. 2340/- per month**.
  - d) Performance Bonus/Other Allowance of **Rs. 4160/- per month**.
4. Your Gross Monthly Salary, therefore, will be **Rs. 13,000/- (Rupees Thirteen Thousand Only)**.
5. Your appointment will be subject to the Standard Terms & Conditions of Employment as given in **Annexure - I \***.
6. Your services are liable to be transferred at the discretion of the Company, to any of its offices of its Associates anywhere in India.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the foregoing Terms & Conditions of appointment and also sign the attached \* undertaking and return the same in a cover marked confidential within seven days from the date of receipt of this letter.

Very truly yours,  
DCG DATA-CORE SYSTEMS (INDIA) PRIVATE LIMITED

*Sohini Mitra*  
Sohini Mitra  
DGM [IT&S]-Human Resources & Administration

Encl: \*

Received  
Putul Kumari  
16/11/22

## Rena Chatterjee

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Assistant Teacher	28/03/2022	Bidya Bharati School Behala, 61, Biren Roy Road (West), Kolkata-700008	108,000/-

**BIDYA BHARATI SCHOOL (BEHALA)**  
( ENGLISH MEDIUM SCHOOL )

Phone 244181  
61, BIREN ROY ROAD (WEST)  
KOLKATA-700008

Our Ref. \_\_\_\_\_

Dated 28.03.2022

To,  
Miss. Rena Chatterjee


Dear Madam,

We are delighted to offer you the position of Contractual teacher at our school.

Below are the terms and conditions of your employment:

1. Your appointment as an Assistant Teacher of school (on contractual basis)
2. You will get consolidated Professional Fees Rs. 9,000/- per month (Gross)
3. Your hour of attendance will be from 8:00 AM to 02:30 PM on Monday to Friday, of a Particular Academic year. But you are requested to attend school duty at least 10 minutes earlier before classes start.
4. Your hour of attendance may be changed by Teacher – in – charge for furtherance of school Academic interest and you have to abide by the decision of the Teacher – in – charge.
5. You will have to abide by the direction given to you by the Teacher – in – charge in the matter of taking classes and in all other matters relating to the school Curriculum Activities.
6. You will have to take part in all activities of the school.
7. Any unwanted performance in the school premises and / or outside the premises hampering the School's Administration and / or its reputation would not be tolerated.
8. Your service may be terminated by one month's (30 days) notice from either side or Professional Fees in lieu of.
9. No letter of resignation will be considered before any long vacation Clear 30 working days notice is required.

You are requested to sign on the duplicate copy of this letter towards your acknowledgement and acceptance of the above terms and conditions of your assignment.




*Rena Chatterjee*  
28/3/22

HE. Bidya Bharati Society for Educational & Scientific Advancements, Registered under West Bengal Societies Registration Act 1961 under Registration No. 34769 of 1969 on 04.12.69. Society is registered u/s 12A of the Income Tax Act 1961 as per order passed by the Commissioner of Income Tax. Donations made will also qualify for exemption u/s 80G of the Income Tax Act 1961. The Society is exempted u/s 10(12) of the Income Tax Act 1961 as per order of the I.T.O. & West Bengal State Income Tax.

## Megha Chowdhury

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Teacher	09/03/2024	Hanifa School, AT-KASARI, P.O. Zarola, Dist-Anand, PIN-388590, Gujarat	264,000/-

CBSE Affiliated Pre-Primary | Primary | Secondary | Sr. Secondary  
Affiliation No: 438145



**HANIFA**  
SCHOOL  
ENGLISH MEDIUM  
CBSE Affiliated

Borsad Dhansan Road, Al Kanan,  
Po. Zarola, Borsad - 388540  
Dist Anand, Gujarat  
E-mail : info@hanifaschool.org  
website : www.hanifaschool.org  
Ph : 02696 238787 / 88  
Mob : 9825000547

<Probation>  
Appointment Letter


To,  
Ms. Megha Chowdhury,

Dear Madam

Dt - 09-03-2024

The Management is pleased to appoint you as a Teacher on the following Terms and Conditions -

- Your appointment is on Probation for a year with effect from 09/03/2024.
- On successful completion of probation period, your services will be confirmed in writing. However, the School Management will have right to extend the period of probation for such further period as may be found necessary.
- If you are desirous of leaving the services of the School you will be required to give three working month's notice or pay a sum equivalent to three months gross salary in lieu of notice period. However, in the eventuality of you separating from the school of your own accord, serving of notice period shall be compulsory unless the School after due consideration, agrees to accept payment in lieu of notice period. In the event that you abscond or leave the services of the School without proper notice as provided herein, the School will initiate legal proceedings against you and all costs/damages as a result of this action will be recovered from you. The resignation will be accepted only on your fulfilling the terms of the undertaking given by you during the course of your employment.
- In the interest of the school and students you should try to term the said notice to expire with the annual academic year of the school. **No resignations will be accepted in the middle of the school term.**
- On acceptance of your resignation or termination of service, you have to hand over charge to the Principal along with all documents, files, notes, correspondence and other school property. Please note that all benefits given to you as a teacher of the school (including the leaves) will cease to exist from the date of acceptance of resignation.
- Your services will be terminated without any notice in the event of any act of incompetence, insubordination, dishonesty or other misconduct, or the commission of an act, which constitutes a criminal offence, on being inflicted by communicable diseases of a serious nature or any disease which is likely to endanger yourself or the students/staff of the School, and/or of any breach of non-performance of duties. **The school shall not give any notice period for the purpose of separation from service during the probation period.**
- Your working hours will be 8:30 am to 4:30 pm.
- You will be required to attend all the staff, P.T.A., and special meetings and to carry out such instructions from the Principal as may be conveyed to you from time to time.
- You will be required to teach in any class or take proxy periods as decided by the Principal.
- You will abide by the instructions given by the Principal and other higher authorities from time to time and take active part in co-curricular activities and other such activities of the school. Your employment will be governed by the service rules of the school, which can be altered and implemented by the management as required from time to time. Though you are prescribed to all the holidays as in the policy, it is to be clearly understood that, on a holiday, if required, teachers are bound to attend meeting/workshop or for any other purposes connected with the school, or go out on any school work (including education trips) as required, notwithstanding the fact that it is a holiday.




www.hanifaschool.org    /thehanifaschool  
Info@hanifaschool.org    /hanifaschool  
/hanifaschool    /in/hanifaschool  
/hanifaschool    /hanifaschool


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& HAJI ABDUL LATIF  
CHARITABLE TRUST

## Priyanka Roy

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	HRT	11.03.2024	Indus Valley School, Turkayamjal, Sagar Road, Hyderabad	60,000/-



**Indus valley**  
SCHOOL  
*Learn to Lead*



**CAMBRIDGE**  
UNIVERSITY PRESS  
Knowledge Partner 2022-24


IVIS/Acad/2024-25 Date: 11/03/2024

To  
Ms. Priyanka Roy  
Hyderabad.

**OFFER LETTER**

- With reference to your application for the post of HRT in the teaching department, we interviewed on 07/03/2024
- Based on the recommendation of selection committee you are provisionally offered as a HRT Teacher in Indus valley International school.
- Your total monthly emoluments will be as per the norms of our school.
- All original certificates are to be submitted in a stipulated time.

We welcome you into the school and wish you all success in your career.



**Principal,**

**Indus Valley International School**

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Turkayamjal, Sagar Road, Hyderabad.  
www.indusvalleyinternationalschool.com, info@indusvalleyinternationalschool.com  
Call : 991 217 9900

## Graduating Year: 2019-20

Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
Sana Naaz	B.Sc	Assistant Teacher	31/05/2021	Maulana Azad Girls' Jr. High School, 37 Topsia-2nd Lane, Kol-700039	60,000/-
Ramita Bandhyopadhyay	B.FAD	Junior Designer	01/03/2022	Risam Exports, Ghosh Hat, P.O. Katwa, Dist-Burdwan, West Bengal, P.O. 713130	144,000/-
Anwesa Manna	BFAD	Junior Associate Designer (Grade 01)	20/02/2023	Affinity Express India Pvt. Ltd. Office no 105, Sai Radhe Complex, Sangamwadi, Pune-411001	280,000/-
Sakshi Sharma	B.FAD	Executive - Production Merchandiser	23/01/2023	Mallcom (India) Ltd. EN-12, Sector V, Salt Lake, Kolkata 700091	144,000/-
Afreen Arif	B.A.	Administrator	20/11/2023	SKF India Pvt.Ltd	373,956/-
Srija Sur	B.A.	Associate Analyst	09/10/2023	Deloitte, Floor no. 15, Deloitte Tower 1, Survey No 41, Gachibowli Village, Ranga Reddy District, Hyderabad 500032	370,008/-

## Sana Naaz

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Assistant Teacher	31/05/2021	Maulana Azad Girls' Jr. High School, 37 Topsia-2nd Lane, Kol-700039	60,000/-

 **Maulana Azad Girls Jr. High School**  
37, TOPSIA 2nd LANE, KOLKATA - 700 039

Ref..... Date.....20

DATE: 31.05.2021

**APPOINTMENT LETTER**

Respected Miss Sana Naaz ,

It is to inform you that on the basis of your educational qualification and interview, our institution, Maulana Azad Girls Jr. High School has decided to appoint you as an assistant teacher. You shall commence your service from 1<sup>st</sup> June, 2021.

We look forward to your professionalism.

Thanking You,


Sincerely,

  
Tabassum Ara  
(Headmistress)

Headmistress  
Maulana Azad Girl's High School  
37, Topsia 2nd Lane, Kol-39

## Ramita Bandhyopadhyay

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Junior Designer	01/03/2022	Risam Exports, Ghosh Hat, P.O. Katwa, Dist-Burdwan, West Bengal, P.O. 713130	144,000/-

 **Risam Exports**

Date: 01.03.2022

**APPOINTMENT LETTER**

Ref. No. - \_\_\_\_\_ Date - \_\_\_\_\_

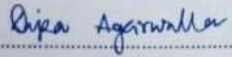
Name :- Ramita Bandyopadhyay  
Address:- 2/22, Arabindanagar, Golfgreen. Kol 700 040

Appointment as a Jr. Designer

We refer to your recent interview for the above position and are pleased to inform that we are offering you the position of Jr. Designer with our company effective from 01.03.22, (where first two months will be the provisional period) under the following terms and conditions:-

1. Salary  
Your salary will commence as Rs. 12,000/- (All inclusive) per month.
2. Accommodation will be provided by company.
3. Working Schedule  
you need to come at our work place six days in week, from 10.am to 6 pm ( Saturday 10.00 am to 3.00 PM, You will get the required updates from the company over phone.

As per the company's work requirements the working schedule may change.

Your Sincerely,  
  
Risam Exports

Ghosh Hat, P.O.- Katwa, Dist.- Burdwan, W.B., India - 713130  
Telephone +91 3453 255 360 (Office) Mobile +91 9333 610 352 | +91 9332 247 700  
E-mail risam113@yahoo.co.in risamexports@yahoo.co.in

# Anwesa Manna

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
BFAD	Junior Associate Designer (Grade 01)	20/02/2023	Affinity Express India Pvt. Ltd. Office no 105, Sai Radhe Complex, Sangamwadi, Pune-411001	280,000/-



Ref: AEIPL/O1/17022023/950

Date: 17-Feb-2023

PRIVATE AND CONFIDENTIAL

Subject: Offer Letter

Dear Anwesa Manna,

In our continuous pursuit for Talent, we look for Professionals driven by Vision, Passion and Action to achieve our organizational and individual goals. Based on your profile and various rounds of discussion, it has been observed that you display the Qualities required to be an **Affinitian**.

We are pleased to offer you the position of **Junior Associate - Designer Grade O1**. This offer is made after considering your education, total & relevant work experience, professional/ technical/process exposure and finally the internal parity. Your compensation details are attached in the next page.

We would be glad if you can join us as soon as possible, you should join us on or before **20-Feb-2023**. You need to confirm your date of joining in writing or over an e-mail. You shall abide by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time while in the employment of our Company. In case you do not communicate your acceptance of the offer within two days of receipt of the offer or do not join duties on the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Company, in writing.

The formal appointment letter will be given to you after you join our services. Please feel free to reach out to **Human Resources** ([ae-in.hr-recruitment@affinityexpress.com](mailto:ae-in.hr-recruitment@affinityexpress.com)) for any queries.

**Please Note**

a) As per our Company policy and part of joining formalities, all selected candidates/employees will undergo a background verification of their Educational & Professional Qualifications, Designation, Compensation, Nature of Employment and Relieving, Character & Conduct. The same will be initiated through an external agency. Reference/Background Check from your current employer will be initiated only after you have joined our services. Also, upon your joining you need to submit all the credentials and the same will be verified. You may need to undergo a medical examination/vision test during the employment as per your job profile requirement. Your appointment will be subject to a satisfactory/positive report on all the above-mentioned items.

**b) Training Period**

As per the operational requirements and your role, you shall be required to go through New Hire Training (NHT) and On Job Training (OJT) facilitated by Learning and Development and Operations team. The training duration, schedule, content, periodic assessment and final assessment will be set as per operational requirement and shall be governed by policies and guidelines of the organisation.

The assessments shall be conducted on parameters like quality, productivity, attendance and behaviour. During or after the assessment if the performance/behaviour is found to be below expected standards, it might result to disciplinary action and/or dismissal from services.

Affinity Express India Private Limited

CIN: U18101PN1993PTC071893

Office No 105, Sai Radhe Complex, Sangamwadi, Pune - 411001

AffinityX.com





- c) You need to submit the following mandatory documents in sets, before your date of joining
- I. Latest passport size photographs with white background.
  - II. Copy of Educational Documents(Marksheet/Certificate): SSC, HSC, highest Degree & Certification courses, if any
  - III. Copy of PAN card, Aadhar Card,
  - IV. Age Proof, Photo Identity proof & Residence address proof
  - V. Proof of the previous salary drawn (Copy of appointment/Latest Payslip)
  - VI. Relieving letter / Experience letter from the previous organization for experienced candidates.
  - VII. Latest Internet Bill or Payment Receipt mentioning the requisite Internet Speed of 40 MBPS or more via a Fixed-line Broadband Connection
  - VIII. Self-Declaration email/letter for possession of personal Laptop/Computer and viable broadband connection

**Welcoming you to the Affinity family and we look forward to a long & fruitful association with you.**

**COMPENSATION ENTITLEMENT SHEET**

Expected Date of Joining: **20-Feb-2023**

Name : **Anwesa Manna**

Position Description: **Junior Associate Designer**

Copy Distribution

Grade Description: **D1**

Original: Employee

Location: **Pune**

Copy 1: Personal File

Sr. No.	Components	INR (Per Month)	INR (Per Annum)
1	Basic	14,076	168,912
2	HRA	4,069	48,830
3	Skill Development Allowance	0	0
4	Leave Travel Allowance	0	0
5	<b>Gross Remuneration</b>	<b>18,145</b>	<b>217,742</b>
6	Meal Allowance	0	0
7	Fuel and Vehicle Maintenance Reimbursement	0	0
8	<b>Gross Remuneration including reimbursement (A)</b>	<b>18,145</b>	<b>217,742</b>
9	Employer cont. to Provident Fund	1,689	20,269
10	Gratuity	677	8,125
11	Statutory Bonus	2,816	33,792
12	MLWF	6	72
13	<b>Statutory Contributions (B)</b>	<b>5,188</b>	<b>62,258</b>
14	<b>Total CTC (A) + (B)</b>	<b>23,333</b>	<b>280,000</b>

**Below are the other costs the organization will bear & payouts you will be eligible within the current policy framework of the organization.** The figures are calculated on maximum eligibility & are for illustration purposes only.

Sr. No.	Components	INR (Per Month)	INR (Per Annum)
I	*ESIC Cost - Employer's contribution	590	7,080
II	** Night Shift Allowance (Rs 100 per day)	2,200	26,400
III	***Broadband/ Internet Reimbursement (upto)	1,000	12,000
IV	****Pay for Performance (Upto)	7,500	90,000
V	<b>Other Payouts (C)</b>	<b>11,290</b>	<b>135,480</b>
15	<b>Total Remuneration (A) + (B)+ (C) (Total CTC with other payouts at maximum)</b>	<b>34,623</b>	<b>415,480</b>

**Other Benefit:** Over and above Total Remuneration, employees are covered under a Group Personal Accident (GPA) Policy according to rules of the company

**Accidental Death (AD):** In case of an accidental death while in employment the employee is covered to a maximum amount of 60 times of monthly gross.

**Term Life Insurance:** In case of death while in employment the employee is covered to a maximum amount of 36 times of monthly gross.

**Affinity Express India Private Limited**

CIN: U18101PN1993PTC071893

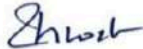
Office No 105, Sai Radhe Complex, Sangamwadi, Pune - 411001

AffinityX.com

**Important Notes**

1. \*ESIC – The coverage is as per the Employee State Insurance Act 1948. Employees having a gross salary up to INR 21000 per month are covered under ESIC. Employer contribution is 3.25% of gross salary & Employee contribution is 0.75% of gross salary
2. \*\*Night Shift Allowance is payable to O1 to T2 Grade employees in operations who have their work hours in the shifts window of 5 PM - 10 AM IST. The calculation shown above is done considering 22 days night shift working.
3. \*\*\*As per the Broadband Reimbursement Policy, the employees will be given a predetermined amount to cover the approximate monthly cost of the use of the internet service for the Company's business use during the permitted work from home. The maximum monthly reimbursement will be INR 1000 per employee upon submission of the monthly invoice. The Broadband service must be a minimum of 30Mbps or more of a wired broadband data service
4. \*\*\*\*Employees covered under Pay for Performance (P4P) Category, eligible only post completion of one calendar month of service. The incentive will be governed by the Pay for Performance Plan, the maximum Annual incentive is INR 90000.
5. Transport deduction will be done as per the grade, in case you avail the facility. This deduction will be done from the monthly remuneration.
6. Employee's contribution towards statutory obligations and contribution to non-statutory welfare/employee benefit schemes will be made from the monthly gross remuneration of an employee.
7. Bonus will be paid as per the Payment of Bonus Act, 1965.
8. Gratuity will be paid as per the Payment of Gratuity Act, 1972.
9. The organization reserves the rights to amend the policy with proper communication to employees. This might result in a change in the eligibility for allowances/reimbursements.
10. Income Tax liability is an employee's responsibility.

For Affinity Express India Private Limited



Shweta Gajria  
Vice President – Human Resources

I accept & acknowledge

Anwesa Manna

Affinity Express India Private Limited

CIN: U18101PN1993PTC071893

Office No 106, Sai Radhe Complex, Sangamwadi, Pune - 411001

AffinityX.com

# Sakshi Sharma

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Executive-Production Merchandiser	23/01/2023	Mallcom (India) Ltd. EN-12, Sector V, Salt Lake, Kolkata 700091	144,000/-



**Ms. Sakshi Sharma**  
Bostala near Science City  
Kolkata-700105  
HR/0123/016

**Date: January 12<sup>th</sup>, 2023**

**Sub: Letter of Intent**

Dear Ms. Sharma,

With reference to your application and subsequent Interview you had with our selection board, we are pleased to offer you employment as **Executive- Production Merchandiser** on **January 23<sup>rd</sup>, 2023** or before. You will be joining at our office situated at Zone 95, Jaulgachi, Chandipur, Rangara, Bhangar, South 24 Paragana, WB, Pin: 743502.


Your provisional appointment comes into effect only after completing the joining formality with us. You are required to submit the following documents at the time of your joining:

1. Education testimonials.
2. Three passport size photographs.
3. Relieving letter or experience letter from the last employer.
4. Proof of last salary drawn.
5. Aadhaar Card & Pan Card.
6. Proof of address.
7. Bank Details

Please sign and return duplicate copy of this letter in token of your acceptance, and carry this original letter along with you on the day of joining.

We congratulate you on your appointment and wish you a long and successful career with us!

Thanking you,  
For Mallcom (India) Limited

  
Ajay Kumar Mall  
Managing Director

I accept:  




## Afreen Afif

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Administrator	20/11/2023	SKF India Pvt.Ltd	373,956/-



Name :	Ms. AFREEN ARIF
Deputee Code :	SKF(INDIA-CF)EAST/TISS19147/23
Date of Joining :	20/11/2023
Customer :	SKF INDIA LIMITED
Location :	KOLKATA
Start Date of Assignment :	20/11/2023
Duration of Assignment :	12 Month(s)

Salary Components	INR Monthly Breakup(P.M)	INR Annual Breakup (P.A)
A Basic Salary	21,500.00	258,000.00
House Rent Allowance	8,600.00	103,200.00
Transport Allowance	N.A.	N.A.
Education Allowance	N.A.	N.A.
Medical Allowance	N.A.	N.A.
Site Allowance	N.A.	N.A.
Others Allowance	1,063.00	12,756.00
Total of A (Gross Pay)	31,163.00	373,956.00
B Employer's Contribution		
P.F	1,950.00	23,400.00
E.S.I.	N.A.	N.A.
LWF Contribution	As Applicable	As Applicable
Insurance Contribution	221.00	2,652.00
Total Of B	2,171.00	26,052.00
C Variable	N.A.	N.A.
D Bonus	As Applicable	As Applicable
E Cost to Company (CTC) Total of A+B+C+D	33,334.00	400,008.00
F Deductions (Deputee Deductions)		
P.F.	1,800.00	21,600.00
E.S.I.	N.A.	N.A.
LWF Deduction	As Applicable	As Applicable
PT Deduction	150.00	1,800.00
Canteen	N.A.	N.A.
Transport	N.A.	N.A.
Snacks	N.A.	N.A.
Sample Sale	N.A.	N.A.
Insurance Deduction	221.00	2,652.00
Total Deduction (F)	2,171.00	26,052.00
Net Take Home(A-F)	28,992.00	347,904.00

Remarks :

Authorized Signatory

Accepted and Signed

[ Ms. Afreen Arif ]

Date:

# Srija Sur

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Associate Analyst	09/10/2023	Deloitte, Floor no. 15, Deloitte Tower 1, Survey No 41, Gachibowli Village, Ranga Reddy District, Hyderabad 500032	370,008/-

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**Deloitte.**

Deloitte Support Services India Private Limited  
Floor No 15, Deloitte Tower - 1, Survey No 41,  
Gachibowli Village, Ranga Reddy District, Hyderabad -  
500032, Telangana, India

Tel: +91 040 67621000  
www.deloitte.com

Sep 14, 2023

Ms. Srija Sur  
HNo. 56/1, Khan Road, Lake City, Mankundu, Type-1, Series-5, 3rd Floor, Flat-C, P.O. Mankundu,  
Kolkata, 712139  
India

**Subject: Offer of Employment**

Dear Srija Sur:

On behalf of **Deloitte Support Services India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Talent** based in **Hyderabad**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **October 9, 2023**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 370,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached **Annexure A**.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **October 9, 2023**, or an alternative mutually agreed upon date.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

Regd. Off.: Floor 15, Deloitte Tower 1, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad - 500032, Telangana, India.  
GST Reg No: 36AABCD9761012N      CIN: U74120TG2004FTC043417

This is a system generated offer

Page 1 of 20

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. - 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

This letter and **Deloitte Support Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Srija Sur**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

**For Deloitte Support Services India Private Limited**  
Best regards,

DocuSigned by:  
*Pooja Madhavi*  
A750C681F38D41F...  
By: \_\_\_\_\_  
Signature

**Authorized Signatory**

**Acceptance**

I, **Srija Sur**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

DocuSigned by:  
*Srija Sur*  
57309E8971144E0...  
Signature

Sep 14, 2023  
Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10  
Sealed Time: 2023.09.14 10:24:43 -07:00

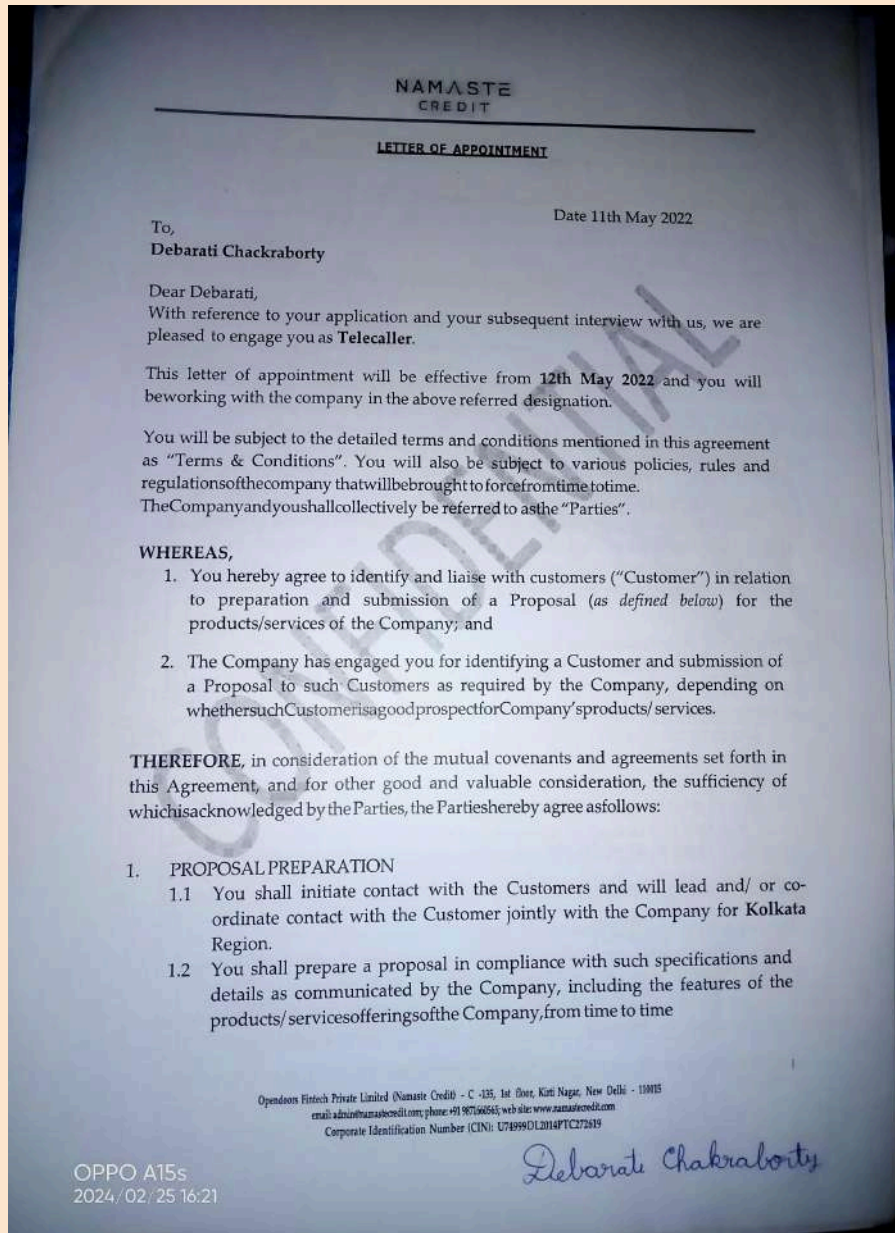
## Graduating Year: 2020-21

Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
Debarati Chakraborty	B.Sc	Telecaller	12/05/2022	Namaste Credit, C-135, 1st Floor, Kirti Nagar, New Delhi-110015	144,000/-
Tiyasa Manna	B.Sc	Assistant Teacher	12/04/2022	St. Dominic Savio School, 12 & 59 Biiy Kumar Mukherjee Rd, Salkia, Howrah-711106	72,000/-
Barira Ansar	B.FAD	Production Manager	23/08/2022	Blue Violet by Shradha Jain	120,000/-
Ghazala Parveen	B.Sc	Customer Care Associate-Operations	20/08/2022	Window Technologies Pvt.Ltd. Plot Y9, Block-EP, Sector V, Salt Lake City, Kolkata-700091	70,050/-
Mohor Samadder	B.Sc	Teacher	17/04/2023	Wonderland Academy, 2nd Floor, 18/1, Manujendra Dutta Road, DumDum Cantt, Kolkata-700028	120,000/-
Ritika Mondal	B.Sc	Agent- Call Centre	14/12/2022	Pace Setters Business Solutions Pvt.Ltd, Bungalow 49, S.K. Bole Rd, Mumbai-400028	102,000/-
Ritwika Datta	B.FAD	Designer	01/07/2023	Rathod Jewellery Manufacturing Pvt. Ltd. E-13, M.I.D.C. Kolhapur-416122	324,000/-
Roobanti Mitra	B.Sc	Digitizer- Trainee	27/06/2023	CyberSwift, DN 52, PS Srijan Tech Park, 6th Floor, Salt Lake, Sector V, Kolkata 700091	150,000/-
Souhadri Bandhyopadhyay	B.Sc	Academic Writer	03/07/2023	Academic Solution Online, 320, Green Park, Sonarpur Station Rd, Kolkata- 700103	144,000/-
Sudipa Sarkar	B.Sc	Executive-Marketing	01/12/2023	Infinity Infotech, Infinity Plot A3, Block GP, Sector V, Salt Lake Electronics Complex, Kolkata 700091	270,000/-




# Debarati Chakraborty

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Telecaller	12/05/2022	Namaste Credit, C-135, 1st Floor, Kirti Nagar, New Delhi-110015	144,000/-



## Tiyasa Manna

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Assistant Teacher	12/04/2022	St. Dominic Savio School, 12 & 59 Biiy Kumar Mukherjee Rd, Salkia, Howrah-711106	72,000/-



### ST. DOMINIC SAVIO SCHOOL

Affiliated to the Council for the Indian School Certificate Examinations  
New Delhi (WB-193)

Dated: 12<sup>th</sup> April 2022

To  
Ms. Tiyasa Manna  
9, Mandalal Mukherjee Lane,  
Howrah – 711104

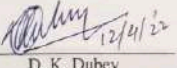
**Sub: Letter of Appointment**


You are hereby informed that you have been appointed as an ASST TEACHER on contractual basis on the following terms and conditions:

- You will be paid a consolidated salary of Rs. 6000/- (Rupees Six thousand only)
- Your period of contract will remain valid from 12/04/2022 to 31/03/2023.
- You shall have no right to claim any fixed increment or other facilities. This will depend on the efficiency and proficiency in the work allotted to you of which the Managing Committee and the Headmaster / Headmistress or Principal shall be the sole judge.
- Your services can be terminated at any time without assigning any reason and no advance notice would be given to you by the Managing Committee.
- You may be assigned any job and it shall not be open to you to refuse such job or jobs.
- Please note all other contractual appointment issued to you prior to this stands cancelled.
- You shall be entitled to enjoy the admissible leave like Medical leave – 15 days, Half Average Pay Leave – 15 days (The benefit of Half Average Pay Leave as per school rules cannot be enjoyed without prior sanction of School Managing Committee and Principal) and casual leave of 14 days in a calendar year.
- No leave can be acclaimed as a matter of right.
- You shall not absent yourself from your duties without prior permission except in the case of sudden illness or some beyond your reasonable control.
- Your leave shall also end with the contract period.

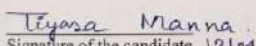
If the above terms and conditions are acceptable to you, you are hereby requested to sign and return the duplicate copy of this letter as a token of acceptance.

Sincerely yours,

  
D. K. Dubey  
(Secretary) *Secretary*

  
ST. DOMINIC SAVIO SCHOOL

I have understood the terms and conditions of my service and am accepting the same without any reservations.

  
Signature of the candidate 12/04/22.

---

12 & 59, BIJOY KUMAR MUKHERJEE ROAD, SALKIA, HOWRAH - 711 106  
☎ : 2665-9251

# Barira Ansar

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Production Manager	23/08/2022	Blue Violet by Shradha Jain	120,000/-

## BLUE VIOLET

By Shradha Jain

### OFFER LETTER

Date 23rd Aug 2022

To,

BARIRA ANSAR

Address

19A/H/2 Sir Syed Ahmed Road

KOLKATA-700014

Email ID: bariraansar98@gmail.com

Re: Appointment Letter With reference to your personal interview dated august 23rd., 2022

We are pleased to inform you that you have been appointed as Production Manager in our organization.

1. Your offered salary would be 10000/-
2. After three months of probation, based on your performance you are hereby appointed as a production head of the department.
3. You shall be working as production head. Based on your performance your increment may be considered after a year of performance. The services shall be governed by the rules and regulations of the company which may be brought into force from time to time. The working hours, weekly off, and other matters of day-to-day discipline shall be applicable to you and you shall comply with all the rules and regulations.

5. You shall devote full time to the work of the company and shall not undertake any direct/indirect business, work, consultancies, contracts, commissions, etc except with the written permission of the Managing Director.

6. You shall not give anyone by word of mouth, data transfers, or otherwise any particulars or details of the company's product offerings, strategies, sales information, client information, product technical data, vendor information, technical know-how, security data & information, organizational matters whether confidential, secret or otherwise, either during the course of your employment with us or afterward; which you acquire during the course of your employment. This letter shall also act as an agreement of secrecy with the company.

8. In case, you leave the organization earlier than 1 year for any reason, then your notice period shall be of 60 days. In case, you wish to leave earlier than 45 days but after 7 working days from your date of resignation; then you will be liable to pay a compensation of one month's gross salary immediately on intimation of your intention to break the clause

10. You should keep us informed of any changes in your permanent and temporary residential address.

13. The general working timings will be as follows:

Mon to Friday – 10:00 am-6:30 pm

Saturday – 10:00 am – 5:00 pm

Weekly off: Sunday

We welcome you to this organization.

For Company

# Ghazala Parveen

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Customer Care Associate-Operations	20/08/2022	Window Technologies Pvt.Ltd. Plot Y9, Block-EP, Sector V, Salt Lake City, Kolkata-700091	70,050/-



Date: 20-August-2022  
Name: Ghazala Parveen  
Address: 8/c Kasai bustee 1st lane-700011  
Email: gzlNaaz@gmail.com

**Sub : Letter of Appointment**

Dear Ghazala Parveen,

With reference to your application and subsequent interviews, we are pleased to appoint you in our organization on following terms & conditions.

Following are the details of the offer:

- EFFECTIVE DATE OF APPOINTMENT : 20-August-2022**
- DESIGNATION : Customer Care Associate - Operations**
- ANNUAL COST TO COMPANY : Rs. 70050 /- (Rupees: Seventy Thousands Fifty Only ) per year fixed plus benefits as per company Policy**
- ADDITIONAL BENEFITS: As Described in Annexure-1**
- INCOME TAX:** All moneys payable to you will be subject to deduction of Income Tax at source as per the Income Tax Act or any other Act of the Government of India or the Government of the State where you are employed that is currently in force or may become applicable at the time of making payment.
- PLACEMENT:** You will be posted at Howrah, India. However, your services are transferable or could be seconded to any place in the country, within the company or to any of its associate or sister concerns of its subsidiary, to any place in India or abroad, whether existing today or which may come up in future at any point of time, without any change in the terms and conditions of the employment at the sole discretion of the management. However, the rules prescribed at the place of new posting shall apply from the transfer time.
- MEDICAL FITNESS:** This letter of appointment is subject to your being found medically fit. The company may require you to undergo medical examination by registered medical practitioner specified by it. Your employment is subject to you being found medically (both physically and mentally) fit. In case you are found medically unfit to continue with the job, you will lose your lien on the job. Consequently, your services are liable to be terminated without any notice or salary.

Window Technologies Pvt Ltd.  
(A Fusion BPO Services Company)  
Plot Y9, Block-EP, Sector-V, Salt Lake City, Kolkata-700091  
www.xplore-tech.com  
www.fusionbposervices.com



**8. PROBATION:** You will be on probation for a period of six (6) months from the date of joining. The Management reserves the right to terminate this appointment without assigning any reason, whatsoever, during your probation period. The Management, at its discretion, may extend your probationary period and you will continue to be in probation until a letter of confirmation is issued to you in writing.

**9. CONFIRMATION:** On satisfactory completion of your probationary period, your service will be confirmed. Management's decision in this regard shall be final. On confirmation, you will also be entitled to all such benefits as applicable for other confirmed employees.

**10. SEPARATION AND NOTICE PERIOD:** During the probation period your notice period is 7 days both from employee and employer. After confirmation of service your notice period is 15 days both from employee and employer. In case an employee is not being able to serve the full notice period as mentioned in his/her Appointment Letter and intends to leave with early release, his/her short notice period in such case will be adjusted by the organization from his/her Gross salary in lieu of notice from his/her Full & Final dues. However, the final date of release will be determined by the Departmental Head and HR Head. In case the position becomes Redundant due to Business ramp down or downsizing of business which will be treated as an exceptional business situation and different from natural separation process, the notice period can range from 0-7 days based on business situation. Under such circumstances of Business ramp down, if you take exit from the Company your Full & Final Settlement will be processed until your last working date and you will be provided Clearance to join your new employer with all assistance. No such notice shall be required to be given if your service is terminated on account of misconduct established in accordance with the Disciplinary Action Policy of the Company.

In case of separation with the company, if you are deployed in any other country for carrying out official work you should return to your origin station at India for handover of charges and obtain written clearance from all relevant departments after submission of all work authorization documents, work related documents, permits, company assets etc. to the concerned departments at India office.

Leave balance is not adjustable with notice period.

**11. ABANDONMENT AND AUTOMATIC TERMINATION OF SERVICES:** Absence for a continuous period of 8 days without information (including unauthorized absence) would imply voluntary termination from employment and make you lose your lien on the service and the same shall automatically come to an end without any notice or intimation.

Window Technologies Pvt Ltd.  
(A Fusion BPO Services Company)  
Plot Y9, Block-EE, Sector-V, Salt Lake City, Kolkata-700091  
[www.aptae-india.com](http://www.aptae-india.com)  
[www.fusionbposervices.com](http://www.fusionbposervices.com)



**12. OFFICE HOURS:** You will be assigned shift duties (night and or day shifts) as required by the nature of the service deliverables and business SLAs.

### 13. GENERAL RULES & REGULATIONS

a. The Company follows standard policy across the organization for various employee related benefits like annual leave, travel rules amongst other things. Please obtain a copy of the Rules and Regulations form from HR Department on the day of your joining.

b. Your position is whole time employment with the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without written permission of the Management.

d. If you are holding any honorary position in any organization please inform us in writing giving full details of the organization and the nature of your role. In the event it is found that such activities are causing any distraction in carrying out your duties, the company may ask you to dissociate yourself from such activity or activities.

e. In the course of your duties, information about the firm's business of a private or confidential nature may come into your hands. The unauthorized divulgence of such information may render you liable for dismissal.

f. All processes, documentation, training manuals, process manuals, policy manuals developed by you during your period of service with the company will be sole property of the Company.

g. You shall not take out of the Company premises any information, floppies, documents etc. relating to processes, documentation, training manuals, process manuals, policy manuals etc. developed by you without the Management's permission.

h. You shall not use any of the Company's software products, systems, processes, documentation, training manuals, process manuals, policy manuals etc. developed by you or by anyone else for your own and personal benefit either during your service in the Company or after cessation of employment. The unauthorized use of such materials or the violation of the above terms will render you liable for legal action leading to adequate compensation including liquidated damages for loss caused to the Company by such action.

Window Technologies Pvt Ltd.  
(A Fusion BPO Services Company)  
Plot Y9, Block-EE, Sector-V, Salt Lake City, Kolkata-700091  
[www.aptae-india.com](http://www.aptae-india.com)  
[www.fusionbposervices.com](http://www.fusionbposervices.com)



**i.** You will not divulge the secrets of the company or the technical know-how to anyone under any circumstances or take advantage of the knowledge for your own benefit. In no circumstances will you try to start or help any other person start the activities carried on by this Company.

**j.** No documents shall be copied without the Management's permission.

**k.** In the event you are called upon by the Management to take up any assignment abroad for a specified period and/or you are given training by the Company for any purpose in India/abroad, you agree to sign service agreement(s) requiring you to serve the Company for specified period(s).

**l.** In the event, the specified period has not expired at the time you desire to leave the Company's services, you shall be governed by the provisions of any such service agreement signed by you. The service agreement shall be in the form specified by the Company and the Company reserves the right to change, alter, delete or modify the condition therein.

**m.** You will be governed by the rules and regulation of service of the Company that may be in force or which may be framed, amended, altered or extended from time to time.

#### **14. COVENANT NOT TO COMPETE:**

**a.** You cannot accept any other service or assignment during the tenure of this agreement.

**b.** You cannot and shall not accept any other engagement to the detriment of the responsibilities of company and customers under this agreement and in any event not competitive to company.

**c.** You agree not to take up employment with the client companies of Window Technologies Pvt. Ltd. and or any of its subsidiaries or with any other concern that are engaged in dealing with the same client as that of Window Technologies Pvt. Ltd.

**15.** You shall be entitled for the following paid holidays each year: Leaves are segregated as Privilege Leave (PL), Sick Leave (SL) & Casual Leave (CL) Yearly entitlement for PL = 14, SL = 7, CL =5. The Company's holiday year runs between April to March. PL can be accumulated up to 21 days. Any leave accruing beyond this limit, if not availed, shall automatically lapse at the end of the financial year.

Window Technologies Pvt Ltd.  
(A Foreign BPO Services Company)  
Plot Y9, Block-EP, Sector-V, Salt Lake City, Kolkata-700091  
www.window-tech.com  
www.fusionbposervices.com



#### **Schedule 1 – Restrictive Covenants**

**1. INTERPRETATION** The definitions and rules of interpretation in this clause apply in this agreement.

**Capacity:** as agent, Employee, director, Employee, owner, partner, shareholder or in any other capacity.

**Restricted Business:** those parts of the business of the Company with which the Employee was involved to a material extent in the 24 months before Termination.

**Restricted Customer:** any firm, company or person who, during the 24 months before Termination, was a customer or prospective customer of the Company with whom the Employee had contact or about whom he became aware or informed in the course of his Agreement.

**Restricted Person:** anyone employed or engaged by the Company and who could materially damage the interests of the Company if they were involved in any Capacity in any business concern which competes with any Restricted Business and with whom the Employee dealt in the 24 months before Termination in the course of his Agreement.

#### **2. POST-TERMINATION RESTRICTIONS**

**2.1.** In order to protect the Confidential Information and business connections of the Company to which the Employee has access as a result of the Agreement, the Employee covenants with the Company that he shall not:

**2.1.1.** for 24 months after Termination, solicit or endeavour to entice away from the Company the business or custom of a Restricted Customer with a view to providing goods or services to that Restricted Customer in competition with any Restricted Business;

**2.1.2.** for 24 months after Termination [in the course of any business concern which is in competition with any Restricted Business], offer to employ or engage or otherwise endeavour to entice away from the Company any Restricted Person;

**2.1.3.** for 24 months after Termination in the course of any business concern which is in competition with any Restricted Business, employ or engage or otherwise facilitate the Agreement or engagement of any Restricted Person, whether or not such person would be in breach of contract as a result of such Agreement or engagement;

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www.window-tech.com  
www.fusionbposervices.com



i. You will not divulge the secrets of the company or the technical know-how to anyone under any circumstances or take advantage of the knowledge for your own benefit. In no circumstances will you try to start or help any other person start the activities carried on by this Company.

j. No documents shall be copied without the Management's permission.

k. In the event you are called upon by the Management to take up any assignment abroad for a specified period and/or you are given training by the Company for any purpose in India/abroad, you agree to sign service agreement(s) requiring you to serve the Company for specified period(s).

l. In the event, the specified period has not expired at the time you desire to leave the Company's services, you shall be governed by the provisions of any such service agreement signed by you. The service agreement shall be in the form specified by the Company and the Company reserves the right to change, alter, delete or modify the condition therein.

m. You will be governed by the rules and regulation of service of the Company that may be in force or which may be framed, amended, altered or extended from time to time.

#### 14. COVENANT NOT TO COMPETE:

a. You cannot accept any other service or assignment during the tenure of this agreement.

b. You cannot and shall not accept any other engagement to the detriment of the responsibilities of company and customers under this agreement and in any event not competitive to company.

c. You agree not to take up employment with the client companies of Window Technologies Pvt. Ltd. and or any of its subsidiaries or with any other concern that are engaged in dealing with the same client as that of Window Technologies Pvt. Ltd.

15. You shall be entitled for the following paid holidays each year; Leaves are segregated as Privilege Leave (PL), Sick Leave (SL) & Casual Leave (CL) Yearly entitlement for PL = 14, SL = 7, CL =5. The Company's holiday year runs between April to March. PL can be accumulated up to 21 days. Any leave accruing beyond this limit, if not availed, shall automatically lapse at the end of the financial year.

Window Technologies Pvt Ltd.  
(A Fastos BPO Services Company)  
Plot Y9, Block-EP, Sector-V, Salt Lake City, Kolkata-700091  
www.qlone-tech.com  
www.fastosbposervices.com



#### Schedule 1 – Restrictive Covenants

1. **INTERPRETATION** The definitions and rules of interpretation in this clause apply in this agreement. Capacity: as agent, Employee, director, Employee, owner, partner, shareholder or in any other capacity. Restricted Business: those parts of the business of the Company with which the Employee was involved to a material extent in the 24 months before Termination.

Restricted Customer: any firm, company or person who, during the 24 months before Termination, was a customer or prospective customer of the Company with whom the Employee had contact or about whom he became aware or informed in the course of his Agreement.

Restricted Person: anyone employed or engaged by the Company and who could materially damage the interests of the Company if they were involved in any Capacity in any business concern which competes with any Restricted Business and with whom the Employee dealt in the 24 months before Termination in the course of his Agreement.

#### 2. POST-TERMINATION RESTRICTIONS

2.1. In order to protect the Confidential Information and business connections of the Company to which the Employee has access as a result of the Agreement, the Employee covenants with the Company that he shall not:

2.1.1. for 24 months after Termination, solicit or endeavour to entice away from the Company the business or custom of a Restricted Customer with a view to providing goods or services to that Restricted Customer in competition with any Restricted Business;

2.1.2. for 24 months after Termination [in the course of any business concern which is in competition with any Restricted Business], offer to employ or engage or otherwise endeavour to entice away from the Company any Restricted Person;

2.1.3. for 24 months after Termination in the course of any business concern which is in competition with any Restricted Business, employ or engage or otherwise facilitate the Agreement or engagement of any Restricted Person, whether or not such person would be in breach of contract as a result of such Agreement or engagement;

Window Technologies Pvt Ltd.  
(A Fastos BPO Services Company)  
Plot Y9, Block-EP, Sector-V, Salt Lake City, Kolkata-700091  
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www.fastosbposervices.com



- 2.1.4. For 24 months after Termination, be involved in any Capacity with any business concern which is (or intends to be) in competition with any Restricted Business;
- 2.1.5. For 24 months after Termination, be involved with the provision of goods or services to (or otherwise have any business dealings with) any Restricted Customer in the course of any business concern which is in competition with any Restricted Business; or
- 2.1.6. At any time after Termination, represent himself as connected with the Company in any Capacity, other than as a former Employee, or use any registered names or trading names associated with the Company.
- 2.2. None of the restrictions in clause 2.1 shall prevent the Employee from:
- 2.2.1. being engaged or concerned in any business concern insofar as the Employee's duties or work shall relate solely to geographical areas where the business concern is not in competition with any Restricted Business; or
- 2.2.2. Being engaged or concerned in any business concern, provided that the Employee's duties or work shall relate solely to services or activities of a kind with which the Employee was not concerned to a material extent in the 24 months before Termination.
- 2.3. The restrictions imposed on the Employee by this clause 2 apply to him acting:
- 2.3.1. Directly or indirectly; and
- 2.3.2. on his own behalf or on behalf of, or in conjunction with, any firm, company or person.
- 2.4. If the Employee receives an offer to be involved in a business concern in any Capacity during the Agreement, or before the expiry of the last of the covenants in this clause, the Employee shall give the person making the offer a copy of this clause and shall tell the Company the identity of that person as soon as possible after accepting the offer.
- 2.5. The Company and the Employee entered into the restrictions in this clause having been separately legally advised.

Window Technologies Pvt Ltd.  
(A Foreign BPO Service Company)  
Plot YK, Block EP, Sector V, Salt Lake City, Kolkata-700091  
www.window-tech.com  
www.humanresources@window-tech.com



- 2.6. Each of the restrictions in this clause is intended to be separate and severable. If any of the restrictions shall be held to be void but would be valid if part of their wording were deleted, such restriction shall apply with such deletion as may be necessary to make it valid or effective.
- 2.7. If the Employee's Agreement is transferred to any firm, company, person or entity other than a Group Company (the "New Employer"), the Employee will, if required, enter into an agreement with the New Employer containing post-termination restrictions corresponding to those restrictions in this clause, protecting the confidential information, trade secrets and business connections of the New Employer.
- The Content of this appointment order and the details of salary etc are highly confidential and therefore should be discussed only with your manager.
- Notwithstanding anything aforesaid, in the event that you execute a service agreement or other Agreement(s), the term of such agreement(s) shall always prevail.
- Please return the duplicate copy of this revised letter of appointment duly signed by you as a token of acceptance.
- We wish you a long and mutually beneficial association with Window Technologies Pvt. Ltd. and look forward to your continued contribution to the growth of the organization.
- Thanking you,  
For Window Technologies Pvt. Ltd.

*Shivika*

**Shivika**  
**Manager-Human Resource**

I have read this appointment letter and fully understand its content and put my signature herein in acceptance of all the terms and conditions mentioned in this letter.

**Signature:**


**Date:**

Window Technologies Pvt Ltd.  
(A Foreign BPO Service Company)  
Plot YK, Block EP, Sector V, Salt Lake City, Kolkata-700091  
www.window-tech.com  
www.humanresources@window-tech.com



# Mohor Samadder

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Teacher	17/04/2023	Wonderland Academy, 2nd Floor, 18/1, Manujendra Dutta Road, DumDum Cantt, Kolkata-700028	120,000/-



## WONDERLAND ACADEMY

www.wonderlandacademy.in

**OFFER LETTER**

Dear Ms. Mohor Samadder,

**Congratulations!!**

We are pleased to offer you an employment with Wonderland Academy located at Gorabazar, based on the interview / discussions you had with us and your application submitted to us, details of the terms and conditions are as under:

1. Your appointment will be effective from 17<sup>th</sup> April 2023.
2. You will be joining as "Teacher" for our Primary & Secondary School.

**Job Profile:**

1. You will be responsible for taking Primary & Secondary classes as per scheduled school timings.
2. You will be responsible for making the class routine in co-ordination with the Teacher Incharge / Vice-Principal / Principal.
3. Your responsibility is bringing discipline in the school and students as per guidelines set by the school authority.
4. You will be directly reporting to the Teacher Incharge / Vice-Principal / Principal.
5. Your reporting time will be 30 mins prior to school start time.
6. You will have to organize regular meetings/ parent teacher meeting and feedback / coaching sessions as and when required for the improvement of the school in co-ordination with the Teacher incharge / Vice-Principal / Principal.
7. You will also have to check the hygienic and health factors of students inside school premises or during school hours.
8. You will have to design question papers, check copies and publish results time to time.


**Salary & Remuneration:**

1. Your Monthly take home salary will be INR 4000/-.
2. You will be under a probation period of 6 months from the date of joining.
3. Post your probation period is over, you will be confirmed as permanent employee basis your performance.
4. Any absenteeism which is not informed prior in writing to the Branch Head / Center Owner / Principal will be treated as unscheduled absenteeism and the days salary will be deducted.
5. You will be marked absent for a day if you are not reporting to office on time for 3 days in a month.
6. You will be marked absent for the day you are coming more than 15 mins delay than the agreed timeline without any information.

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Address: 2nd Floor, 18/1, Manujendra Dutta Road, Dum Dum Cantt, Kolkata- 700028  
Contact No: 9088088666, 9088799777  
E-mail : wondertandacademy01@gmail.com, info@wonderlandacademy.in

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## WONDERLAND ACADEMY

www.wonderlandacademy.in

**Leaves & Holidays:**

1. You will be entitled for Holidays as per the Holiday calendar circulated by School.
2. You will be entitled for Leaves after the probation period is over.
3. Post completion of your probation period you will be entitled to get 1.5 Leaves in a month as CL, which can be accumulated for an annual / business year.
4. Medical & emergency leaves are subject to proper documentation and within the probation period may have a deduction on your salary.

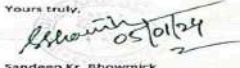
**Don'ts:**

1. You cannot attend Institute in the state of intoxication.
2. Smoking / Chewing Pan or Gutkha inside institute premises is strictly not allowed.
3. No personal gossips or discussions will be entertained.
4. No casual wear will be allowed during school days / at work except weekends (Friday, Saturday)

**Documentation:**


1. All educational documents beginning with 10<sup>th</sup> standard.
2. Relieving certificates from previous employer.
3. Proof of last salary drawn.
4. Proof of Date of birth.
5. Income tax PAN Card.
6. 4 copies passport size photograph.
7. Address proof (Voter ID / Aadhar Card).

Yours truly,



Sandeep Kr. Bhowmick  
Branch Head / Center Owner

Accepted & Agreed




Mohor Samadder  
Signature  
Date: 5/1/24.

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Address: 2nd Floor, 18/1, Manujendra Dutta Road, Dum Dum Cantt, Kolkata- 700028  
Contact No: 9088088666, 9088799777  
E-mail : wondertandacademy01@gmail.com, info@wonderlandacademy.in

# Ritika Mondal

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Agent- Call Centre	14/12/2022	Pace Setters Business Solutions Pvt.Ltd, Bungalow 49, S.K. Bole Rd, Mumbai-400028	102,000/-



Ritika Mondal, BOM Employee ID 86856  
Kolkata 14.12.2022

Dear Ritika,

**Subject: Appointment Offer to join as Agent - Call Centre.**

We have pleasure in extending this appointment offer to you as **Agent - Call Centre** in our company. The package being offered to you is given here under.

POSITION OFFERED	<b>Agent - Call Centre w.e.f 14.12.2022</b>
<b>REMUNERATION PACKAGE OFFERED</b>	
MONTHLY SALARY	Rs. 8500 /-
INCENTIVE	AS PER INCENTIVE PROGRAM APPLICABLE.
FACILITIES	PF / ESIC (IF & AS APPLICABLE).
	PROFESSIONAL TAX AS APPLICABLE.
DEDUCTIONS	PF / ESIC IF ANY AS APPLICABLE.
	TDS IF ANY AS APPLICABLE.


We welcome you to our company and would like to inform you that this is only a beginning and we expect a Professional approach from you in your work and for a performer **SKY IS THE LIMIT.**

We wish you all the best and hope that you come out in flying colours in the times to come by way of a long association with us.

The above is subject to successful completion of the training and positive certification by the client thereafter. Your initial appointment shall be on probation for a period of 6 months. On successful completion of the probation period, the company shall offer you confirmation.

Kindly confirm your acceptance by returning a signed copy of this letter. Please also confirm that you have read and understood the contents of Service Manual - Human Resource Policy which is being made available to you and sign and accept your agreement to the contents of this document. Acceptance of this is legally binding.

For Asst Manager and above Position the Employee has to serve minimum 3 months Notice Period, Company will not be issuing any Reliving Letter or other Closing Formalities.

Thanking you,  
Truly yours,  
  
 (Authorised Signatory)

I hereby confirm the receipt your offer and Terms & conditions of this appointment. I am legally bound by them and agree to abide by the rules of the company.

RITIKA MONDAL  
Ritika Mondal

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**PACE SETTERS BUSINESS SOLUTIONS PRIVATE LIMITED**  
Bungalow, 49, S. K. Bole Road, Nr. Siddhivinayak Temple, Opp. Petrol Pump, Prabhadevi, Mumbai - 400 0  
Tel. : 022-66661901 Fax : 91-022-2432050 Website: www.pacesetters.co.in  
CIN: U72900MH2006PTC15673

# Ritwika Datta

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Designer	01/07/2023	Rathod Jewellery Manufacturing Pvt. Ltd. E-13, M.I.D.C. Kolhapur-416122	324,000/-

## Rathod Jewellery Manufacturing Pvt. Ltd.

E-13, M.I.D.C. Shiroli (P), Kolhapur - 416 122. (M.S.) INDIA. 91-231-2691002 / 91-230-2460701.

Ref. No. REF/RJMPL/PS/ 2023

CIN No. U36910PN2012PTC142922

Date: 01 June 2023

To,  
RITWIKI DATTA  
MURSHIDABAD (WB)

### Sub: Offer Letter

Dear Ritwika,

This is with reference to the interview of 31 May 2023, we are pleased to inform you that you have been selected in our organization for the post of "Designer" as per the terms & conditions discussed & mutually agreed. You are entitled to a salary of Rs. 27000 /- (Twenty Seven Thousand ) per month payable.

You are requested to bring the following documents on the day you join us.

1. Evidence of date of Birth
2. Educational documents (from SSC till higher education)
3. Previous employment experience certificates
4. Last salary certificate or salary slip (last 3 months) or bank statement
5. Acceptance of Resignation
6. Relieving or Experience certificate
7. Certificate of Income tax (if applicable)
8. Ration card / electricity bill photocopy
9. Recent colour photographs (4 nos.)
10. PAN Card
11. Aadhar Card
12. Domicile certificate (for Non-Maharashtra candidate)

Your date of joining will be 01<sup>st</sup> July 2023 & this offer is valid up to 15<sup>th</sup> July 2023.

Thanking you!

Yours Faithfully,


For: Rathod Jewellery Mfg. Pvt. Ltd

  
Authorized Signatory



# Roobanti Mitra

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Digitizer-Trainee	27/06/2023	CyberSwift, DN 52, PS Srijan Tech Park, 6th Floor, Salt Lake, Sector V, Kolkata 700091	150,000/-



**CyberSWIFT**®  
CMMIDEV/3™

CyberSWIFT Infotech Pvt. Ltd.  
CIN : U72200WB2008PTC125351  
DN 52, PS Srijan Tech Park,  
6th Floor, Salt Lake, Sector V,  
Kolkata 700 091, India  
T +91 33 3354 6600  
E info@cyberswift.com  
www.cyberswift.com

Date: 27/06/2023  
Ref. no: CS/27/06/2023/PKG/51


To, Roobanti Mitra  
17/14, S.P.ROAD, COSSIPORE, KOLKATA-700002

**Sub: Appointment Letter as Digitizer - Trainee**

Dear Miss Mitra,

We are pleased to offer you the position of for Digitizer- Trainee under GIS department effective from 27th June 2023 on a Trainee Position subject to your acceptance of the following terms and conditions:


- 1. Position:** Digitizer Trainee.
- 2. Remuneration/Stipend:**
  - Your monthly stipend for the trainee period would be Rs.12500/-along with provision of bachelor accommodation.(If posted outside of Kolkata/hometown).
  - Based on your work performance, CyberSWIFT may absorb you as a contractual employee after successful completion of Training period with the company
  - After absorption (only after receiving confirmation email/ letter from CyberSWIFT HR Department) your revise monthly CTC will be Rs.16000/- PF & ESI facility will be included in your CTC. Please refer the Annexure-1 for details.
- 3. Trainee Period:**
  - You will be in the training period for minimum of eleven month.
  - Based on your work performance, CyberSWIFT may absorb you as a contractual employee after successful completion of Training period with the company.
  - Our Office requires every individual to work 45 hours per week.
    - site (field) execution continues for 6 days a week with minimum 7.5 hours of productive time
  - Depending upon project requirement, the daily work schedule may change in General, Morning or Afternoon shifts.



## Souhadri Bandhyopadhyay

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Academic Writer	03/07/2023	Academic Solution Online, 320, Green Park, Sonarpur Station Rd, Kolkata- 700103	144,000/-

**OFFER LETTER OF EMPLOYEE**

  
Academic Solution Online  
320, Green Park, Sonarpur Station  
Road Kolkata: 700103

**SOUHADRI BANDOPADHYAY**

We are pleased to confirm that you have been selected to work for Academic Solution Online for the post of Academic Writer. You will be offered monthly compensation of 12,000 INR along with incentives. Your role and responsibility will be of as followings:

- Providing 3000–3500 word with quality and zero plagiarism.
- Working from 10am to 6.30pm
- Creating a friendly atmosphere during the work.
- Maintaining business ethics at workplace.

We are delighted to send this offer letter to you and should be approved and signed from you in order to start the job.


Joining date: 03.07.2023

Regards:  
Deepak Kumar Sharma  
Mob: 8013246472  
(Managing Director)

OPPO A78 5G  
Souhadri

# Sudipa Sarkar

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Executive-Marketing	01/12/2023	Infinity Infotech, Infinity Plot A3, Block GP, Sector V, Salt Lake Electronics Complex, Kolkata 700091	270,000/-



December 1, 2023


**Ms. Sudipa Sarkar**  
12/14/1, Baje Shibpur 2<sup>nd</sup> Bye Lane,  
Shibpur,  
Howrah - 711102  
Employee Code: IIPL/0324


Dear Ms. Sarkar,

**Letter of Appointment**

With reference to the interview and discussion you had with us, we are pleased to appoint you as **Executive – Marketing w.e.f. December 1, 2023** on the following terms and conditions:-

1. Your Annual Gross Salary will be **₹2,70,000/- (Rupees Two Lakh Seventy Thousand only)**. The detailed breakup is attached to this letter. Income Tax on salary, if any, shall be deducted based on the IT Rules, declaration and relevant documents submitted by you.
2. Your progress in the company will solely depend on your meritorious record of work and conduct.
3. Your employment will be on probation for a period of **six months** from the date of joining, which may be extended twice each time for three months, if your performance is not as per the expectation of the management. After successful completion of probation, you will be considered as a '**Regular**' employee.
4. Your employment whether on probation or as a regular employee will be subject to termination by one month's notice or on payment of one months' salary in lieu thereof, on either side.
5. You will be eligible for the annual emoluments, except Ex-Gratia / Bonus (whichever applicable) only after your confirmation and will be paid as per policy.
6. All compliances will be applicable as per statute and if, in future any other compliance becomes applicable over and above the existing ones at the time of joining, the same will be applicable.
7. You shall not, during the tenure of your employment or anytime thereafter, use or disclose or divulge to any other company / firm / person any trade secrets or know-how of the company or any of the information gathered by you, as an employee, on day to day business or affairs of the company.

 **infinity infotech parks limited**  
infinity plot a3, block gp, sector v, salt lake electronics complex, kolkata 700 091  
t : +91(33) 2357 3686 f : +91(33) 2357 3687 e : info@infinityitpark.com  
w : www.infinityitpark.com | CIN : U17172WB1991PLC053828





8. You will not take up any employment or assignment – on remuneration or honorary – with any other organization or person without the written consent of the management during the tenure of your service with us.
9. You will keep the company informed of any change in your residential address and / or civil status.
10. The employment is subject to your being medically fit and continuing to remain so.
11. You will retire on attaining the age of 60 (sixty) years. Extensions may however be given at the discretion of the management.
12. You may be transferred to any branch / unit or associate company – whether at present existing or which may be set up in future in India or abroad. On such posting, you will be governed by the terms and conditions of the service determined by the management from time to time.
13. Under the provisions of the Companies Act 2013, you may not be a partner or relative of any Director of the company.
14. On all such matters not specifically stated or dealt with herein above such as leave, travel on company's business, transfer etc. you will be governed by the rules/guidelines framed by the company from time to time.

If the above terms are acceptable to you, please sign and return the duplicate copy of this letter.

We wish you a long and rewarding association with us.

Yours sincerely,  
For Infinity Infotech Parks Ltd.

S. Radhakrishnan  
Executive Director & President

I, **Sudipa Sarkar** accept the above terms and conditions of employment with **Infinity Infotech Parks Ltd.**

*Sudipa Sarkar... 01/12/23.*  
Signature & Date

infinity infotech parks limited  
infinity plot a3, block gp, sector v, salt lake electronics complex, kolkata 700 091  
t : +91(33) 2357 3686 f : +91(33) 2357 3687 e: info@infinityitpark.com  
w: www.infinityitpark.com CIN : U17172WB1991PLC 053828


## Graduating Year: 2021-22

Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
Aisharya Deb	B.FAD	Junior Designer	01/11/2022	Manish Fashion World Pvt.Ltd. 1/12, Shyama Charan Chakraborty Lane, Baranagar, N-24 Pgs, West Bengal-700036	120,336/-
Neeroja Rahaman	B.A.	Content Writer	19/12/2022	Social Berry Digital Solutions	144,000/-
Razia Sultana Karim	B.A.	Process Executive - Voice	01/12/2022	Cognizant, Reg.Office- 115/535 Old Mahabalipuram Rd, Okkiam Thoraipakkam, Chennai 600097	220,001/-
Sabnaji Ali	B.FAD	Costume Designer	04/08/2022	Label Nandini Sengupta, 16 R.K. Chatterjee Road, Kasba, Block A, A002	120,000/-
Sweta Shaw	B.A.	Life Advisor	30/11/2022	Kotak Life, Corporate Office: 7th Floor, Kotak Infiniti, Bldg. No. 21, Infinity Park,, Malad (E), Mumbai- 400097	30% commission on each successful policy conversion
Shweta Das	B.FAD	Graphic Designer	17/10/2022	Founding Years Learning Solutions Pvt.Ltd. No 38/A2, Doddanakundi Industrial Area, Whitefield Road, Mahadevpura, K.R. Puram Hobli, Bangalore-560048	480,000/-
Tapaja Bhattacharya	B.FAD	Junior Merchandiser	12/12/2022	Kothari Hosiery Factory Pvt.Ltd. Administrative office: 29 Strand Rd, Kolkata-700001	187,385/-
Adiba Shahid	B.A.	Assistant Teacher	01/01/2022	Ideal Mission School, 42/1a, Topsia Road, Kolkata-700039	48000/-
Rakiba Khanam	B.A.	Content Writer	01/03/204	Adda247, 2-A/3, Kundan Mansion Asaf Ali Rd, New Delhi-110002	180,000/-



## Aisharya Deb

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Junior Designer	01/11/2022	Manish Fashion World Pvt.Ltd. 1/12, Shyama Charan Chakraborty Lane, Baranagar, N-24 Pgs, West Bengal-700036	120,336/-



**Manish**  
Fashionworld Pvt.Ltd.

Date: 01/11/22

To,

**Miss. Aisharya Deb**  
1/12, Shyama Charan Chakraborty Lane  
Baranagar, North 24 Parganas  
West Bengal-700036


Sub: Offer letter

Dear Aisharya,

This is with reference to your application and the subsequent interviews; we have pleasure in offering you to join our **Creative department** as **Jr. Designer** at **Manish Fashion World Pvt.Ltd, Kolkata, West Bengal** from **1<sup>st</sup> November 2022**.  
Your CTC salary will be **INR 10,028/-pm**

You have to report at "Manish Fashion World Pvt Ltd", Paridhan Garment Park, SDF-II, 2<sup>nd</sup> Floor, Module No. B-303 & 304, 19 Canal south Road, Chingrighata, Kolkata-700015 at 10:00 am on the above mentioned date.

Wish you all the best!  
Thanking you,



**Sheel Chandra**  
& Admin Head

Head Office : "Paridhan Garment Park", SDF-II, 2nd Floor, Module No. : B-303 & 304,  
 19 Canal South Road, Chingrighata, Kolkata-700015  
 Phone 033-26208500, Fax: 91-33-2323-0062, E-mail: accounts@manishfashionworld.com, manishfashionworld@gmail.com  
 CIN No.: U18101WB2007PTCT11881

# Neeroja Rahaman

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Content Writer	19/12/2022	Social Berry Digital Solutions	144,000/-



Dear Neeroja,

We at Social Berry Digital Solutions are pleased to make you an offer subject to the following terms. Please take the time to review our formal offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with our company:

1. Your designation shall be "Content Writer" & full-time employment.
2. Your place of work shall be Diamond Heritage, Strand Road, Kolkata.
3. Your date of joining shall be no later than 19<sup>th</sup> December 2022. Work timings will be 11am-7.00pm, Monday-Saturday.
4. Your compensation details are as follows:
  - a. Monthly Cost to Company: Rs. 12,000;
  - b. Annual Cost to Company: Rs. 1,44,000;
5. You shall serve a probationary period of 6 months from your date of joining, but if the firm is not satisfied with your work and conduct, your services are liable to termination without notice at any point during or on completion of the probation period. The period of probation is liable to extension as the firm may deem fit in its sole discretion. On completion of your probationary period, if your work and conduct are found to be satisfactory, your services will be confirmed. This however, is at the sole discretion of the Firm. Unless you are informed in writing, you shall continue to be on probation.
6. Please note that should you leave the Firm after the end of your probation period then a minimum of 1 month notice is required to be served or a penalty of 1 month's salary will need to be paid.
7. Please note that by accepting this offer you are agreeing in good faith to a minimum commitment of 6 months to the company. We will on your date of joining ask you to sign an employment contract stating the same, along with a non-disclosure agreement.
8. Please note that your compensation is a matter of utmost confidentiality between the Firm and you, any breach will be viewed with the utmost seriousness & the offer herein contained will be withdrawn unconditionally.
9. All data that you are privy to for the duration of your employment at the Firm is considered confidential. Sharing contacts, proprietary information and/or campaign details before they are made public are all grounds for immediate dismissal & legal action.

10. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including your resume), at the time of your interview and subsequent discussions (if any). If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, we may take such action as it deems fit in its sole discretion, including termination of your employment.

11. Please note, that there will be **12 paid leaves** in a year in addition to the national holidays and festivals. More than 2 days of paid leaves in a consecutive row and in a single month will not be accepted. In case of any additional leave resulting to more than 2 days of paid leaves, the paid leave will not be counted and salary for all these days will be deducted. In order to validate paid leaves, a notice should be given **minimum 2 weeks prior** from the date of the leave otherwise it will not be considered as a paid leave and respective amount will be deducted from your salary. A total of 4 emergency leaves will be allowed in a year and not more than 1 emergency leave will be accepted in a single month. Any additional leaves will be amount to deduction from salary.

12. Please mail the list of the below documents:
- a. Updated Resume
  - b. Signed Offer Letter
  - c. Proof of age
  - d. Academic documents/certificates
  - e. Resignation & it's acceptance from previous employer (Must, if applicable)
  - f. Appointment letter and last salary slip of previous employer (Must, if applicable)
  - g. 2 Passport Size Photographs
  - h. PAN Card
  - i. Aadhar Card/Passport/Driver's License
  - j. Bank Account Details.
  - k. Emergency contact details (Name, Relationship and Phone Number)

We look forward to having you onboard with us!

Best regards,  
Mahima Lamia  
+91 9830953111  
mahima@socialberry.in

*Neeroja Rahaman*  
(Neeroja Rahaman)

# Razia Sultana Karim

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Process Executive-Voice	01/12/2022	Cognizant, Reg.Office- 115/535 Old Mahabalipuram Rd, Okkiam Thoraipakkam, Chennai 600097	220,001/-



Ref No: 23352252  
29-Nov-2022



Razia Sultana Karim

Dear Razia Sultana,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Kolkata**.

Your annual total compensation will be **INR 220,001**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **01-Dec-2022**.


Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,  
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,

  
Shibu Balakrishnan  
AVP – HR

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

## Sabnaj Ali

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Costume Designer	04/08/2022	Label Nandini Sengupta, 16 R.K. Chatterjee Road, Kasba, Block A, A002	120,000/-



Date : 04/08/2022

This is to certify to whomever it may concern, that Sabnaj Ali, final year student of BFAD department of RANI BIRLA GIRLS' COLLEGE is undergoing training in the field of fashion designing under LABEL NANDINI SENGUPTA for the month of August.

She had joined on the 4th of August under recommendation from her HOD SUNANDA MITRA ROY.

Director

Nandini Sengupta

Fashion designer | Runway choreographer | Costume designer & stylist  
Contact number : 89101 59337

Mail id : jui.nandy009@gmail.com | labelnandinisengupta@gmail.com

Address :16, r.k.chatterjee road kasba, block A, A002.

# Sweta Shaw

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Life Advisor	30/11/2022	Kotak Life, Corporate Office: 7th Floor, Kotak Infiniti, Bldg. No. 21, Infinity Park,, Malad (E), Mumbai- 400097	30% commission on each successful policy conversion



02-Dec-2022

To,  
MS. SWETA SHAW  
19 A CHETLA HAT ROAD  
19 A Kolkata  
West Bengal-700027  
Mobile No: 8420471969  
Agent Code: KLI60947208

Dear MS. SWETA SHAW,

**Sub: Your appointment as a Life Advisor for Kotak Mahindra Life Insurance Company Limited:**

**Ref: Agent Code: KLI60947208**

We welcome you to the Kotak Life Insurance family. We are pleased to inform you that your Life Advisor application has been accepted by the Company and you are hereby appointed as an Insurance Agent (Life Advisor) for the Company initially at Kotak Life, 1st floor, ZENITH Municipality Premises No 9 Shyama Prasad Mukherjee Road, Bhawanipore, Kolkata - 700025, West Bengal West Bengal 700025.

Subsequently, depending on the requirements of the Company your agency may be attached to any other branch of the Company. The Agent Code allotted to you is indicated above.

Please find attached your Life Advisor ID Card along with this letter.

Your appointment as a Life Advisor shall be governed by the applicable laws and the terms and conditions prescribed by the Company from time-to-time. The terms & conditions of the appointment have already been explained to, and acknowledged by, you. These Terms & Conditions may be varied by the Company from time to time and the revised Terms & Conditions, if any, shall be duly published on the Life Advisor's web-portal maintained by the Company and the same shall be deemed to be communicated to you on the date of its publication on the Life Advisor's web-portal. You are requested to keep yourself updated on this count.

We look forward to you having along, successful and fulfilling career as a Life Advisor with us.

Yours sincerely,  
For **Kotak Mahindra Life Insurance Company Limited**

**Authorized Signatory**

Kotak Mahindra Life Insurance Company Limited

CIN: U66030MH2000PLC128503  
Registered Office:  
2nd Floor,  
Plot # C-12,  
G-Block, BCC, Barofra (E),  
Mumbai - 400 051.

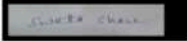
Corporate Office:  
7th Floor, Kotak Infiniti, Bldg. No. 21,  
Infinity Park, Off W. E. Highway,  
General AK Vaidya Marg, Malad (E),  
Mumbai - 400 097, India.

T +91 22 66057777  
F +91 22 67425649 / 50  
<http://insurance.kotak.com>

*Koi hai... hamesha*



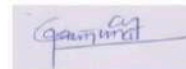
### Life Advisor Identification Card

**Agent Code** KLI60947208  
**Name** MS. SWETA SHAW  
**Gender** FEMALE  
**Date of Birth** 19-Feb-2001  
**Signature**   
Applicant Signature



The holder of this card is authorized to sell Insurance Products of Kotak Mahindra Life Insurance Company Limited as per the Product features and terms & conditions prescribed by the Company.

**Appointed On:** 30-Nov-2022  
**Re-instated On:** NA  
**ID Card Updated On:** 02-Dec-2022



**Vishwas Choube**  
Vice President  
Kotak Life Insurance

### Insurer Details

**Address\*** : Kotak Mahindra Life Insurance Company Limited, 7th Floor, Kotak Tower, Building No 21, Infinity IT Park, Off Western Express Highway, General A.K Vaidya Marg, Malad (East)

**City:** Mumbai

**Pin Code:** 400097

**State:** Maharashtra

\*For any issues concerning the Life Insurance Policies sold by the holder of this Card, the Insurer may be contacted at the above mentioned address.

### Life Advisor Details

**Address\*:** 19 A CHETLA HAT ROAD, 19 A Kolkata, West Bengal-700027

**Phone No:** 8420471969

This is Life Advisor e-ID card and can be verified through the Kotak Life Insurance website. Visit [www.insurance.kotak.com](http://www.insurance.kotak.com) to verify this e-ID card.

#### Kotak Mahindra Life Insurance Company Limited

CIN: U66030MH2000PLC128503

#### Registered Office:

2nd Floor,  
Plot # C- 12,  
G- Block, BKC, Bandra (E),  
Mumbai - 400 051.

#### Corporate Office:


7th Floor, Kotak Infinity, Bldg. No. 21,  
Infinity Park, Off W. E. Highway,  
General AK Vaidya Marg, Malad (E),  
Mumbai - 400 097, India.

T +91 22 66057777  
F +91 22 67425649 / 50  
<http://insurance.kotak.com>

*Koi hai... hamesha*

# Shweta Das

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Graphic Designer	17/10/2022	Founding Years Learning Solutions Pvt.Ltd. No 38/A2, Doddanakundi Industrial Area, Whitefield Road, Mahadevpura, K.R. Puram Hobli, Bangalore-560048	480,000/-



**founding**  
years  
Nurturing Young Minds



17<sup>th</sup> October 2022

**Ms. Shweta Das**  
Bhadrangi, Subhash Pally, Haora (M.Corp), Howrah, West Bengal - 711108

Dear Shweta,

With reference to your application and the subsequent interview, we have pleasure in offering you an appointment as **Graphic Designer** in Corporate - Content in "Founding Years Learning Solutions Private Limited (F.L.S.)", India. The terms and conditions of your appointment are as follows:


- 1. Appointment and Reporting**
  - 1.1 You are required to join us on or before **17<sup>th</sup> October 2022**. The terms and conditions of your appointment shall be effective from your date of joining.
  - 1.2 This offer is valid till **23<sup>rd</sup> October 2022** and please indicate your acceptance of this offer of employment and the said terms & conditions by signing and returning the duplicate copy of this letter upon receipt of the letter.
  - 1.3 You will initially report to **Manager - Design**, however your reporting is liable to change at the sole discretion of the company.
- 2. Initial posting and transfer**
  - 2.1 Your initial place of posting is **Bangalore**. However, at the sole discretion of the management of the Company ("Management"), you will be liable to be transferred /deputed from one place to another anywhere in India and from one department to another or from one establishment to another and/or to any other concern including to any of Company's affiliates, associates, group companies and/or entities in which the Company may be having any interest whether existing or which may be set up in future.
- 3. Probation Period**
  - 3.1 You shall be on probation for a period of six (6) months from the date of joining the Company. The same may however be extended or the contract of employment may be terminated, if so deemed necessary by the Management. In the event of an extension of your probationary period, you will receive a written communication from the company. If there is NO extension of probationary period during or end of 6 months of employment, this appointment stands confirmed.
- 4. Emoluments and Taxes**
  - 4.1 Your base salary will be **Rs.4,80,000/- (Indian rupees Four Lakhs Eighty Thousand Only)** per annum. Details of your remuneration is provided in Attachment I annexed hereto.
  - 4.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration. The Company shall be entitled to deduct from your remuneration, income-tax, other taxes and levies which it is liable to deduct at source.

Shweta Das  
Shweta


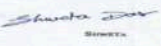
**founding years Learning Solutions Pvt.Ltd.**

No. 38/A2, Doddanakundi Industrial Area, Whitefield Road, Mahadevpura, K.R. Puram Hobli, Bangalore - 560048, Karnataka, India.  
Tel: +91 80 4501 9849 | www.klyschools.com | CN: U50301 KA2010PTC053662



**founding**  
years  
Nurturing Young Minds

- 5. Benefits & Entitlements**
  - 5.1 You will be entitled to service benefits as per the rules of the Management as framed from time to time and as applicable to employees.
  - 5.2 You will be eligible for Medical and life insurance and related benefits as per company rules and regulations as prevalent from time to time.
  - 5.3 You will be eligible to the benefits of Provident Fund & Gratuity as per provisions of the Provident Fund Act and Gratuity Act regulations as prevalent from time to time.
  - 5.4 Company will have twelve (12) days of declared holidays in a calendar year. The complete list of holidays for each calendar year is announced in December of the previous year.
  - 5.5 The leave entitlement will be calculated on the basis of calendar year. Leave entitlement per year includes "Annual/Vacation Leave, Casual and Sick leave" as per rules of the Company framed from time to time. In computing the pro-rated leave entitlement, an employee who joins on or before the 15<sup>th</sup> of the month will qualify for a full month's entitlement and those who join on or after the 16<sup>th</sup> of the month will qualify for a half month's entitlement.
  - 5.6 In the event where the Company has paid for your relocation/joining bonus/notice period of previous employer at the time of joining, all expenses borne on account of relocation/notice period paid to you as per the Company's policy will be recovered in full from you, if you resign from the Company before a period of one year (12 months).
- 6. Termination & End of Employment**
  - 6.1 During the probation period, either party is free to terminate this employment without assigning any reason by giving notice of such intent for a period of fifteen (15) days. After your confirmation in regular employment of the Company, either party can terminate this employment by giving THREE (3) month's written notice without assigning any reasons. Ordinarily, the Company requires that you serve the full period of notice prior to leaving the services of the Company failing which the Company shall deduct the amount equivalent for unreserved portion of the notice period from your current BASIC salary. Based on satisfactory handover, however, the Management at its sole discretion may relieve you in advance of the full notice period.
    - 6.1.1 Notwithstanding the above, the Company may terminate this Contract in any of the following events:
      - 6.1.2 You are guilty of serious misconduct including but not limited to moral turpitude;
      - 6.1.3 You neglect your duties;
      - 6.1.4 If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within eight (8) days from the commencement of such absence and give an explanation to the satisfaction of the Management regarding such absence including submission of medical certificates as required;
      - 6.1.5 You are in breach of your obligations of confidentiality to the Company; or
      - 6.1.6 You do not comply with instructions or regulations imposed by the Company or any of the terms and conditions of your employment with the Company.

Shweta Das  
Shweta

- 6.2 Upon termination of your employment, you shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and/or extracts there from), kits and other property belonging to the Company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the Company. You shall also deliver to the Company immediately all notes, analyses, summaries and working papers relating thereto.
- 6.3 You shall also be required to clear all dues and formalities in respect any Company facilities such as; loan, joining bonus (if leaving within 12 months from date of joining) and other amounts that you may be required to refund as per Company policy prior to leaving the services of the Company. In the event you fail to settle accounts, complete necessary formalities or otherwise clear your dues, the Company reserves the right to initiate appropriate legal action for recovery of dues.
7. **General employment obligations**
- 7.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever (either for remuneration or on a honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof.
- 7.2 You shall be governed by the service rules and regulations of the Company, as amended by the Management, from time to time including the Code of Conduct, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational instructions/procedures as contained in the Company's guidelines and other administrative instructions as may be issued by the Management from time to time.
- 7.3 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the Company that may be entrusted to and/or placed in your possession by virtue of and/or during the course of your employment with the Company.
- 7.4 You shall ensure successful and timely completion of any job / work assigned to you. You would adhere to the norms of office discipline including working hours, systems and procedures.
- 7.5 You shall keep the Management informed of your latest postal address at all times and intimate in writing in case of change of address. Any communication sent to you by the Management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
- 7.6 Non-Solicitation: You agree that for a period of three (3) months after termination or expiration of your employment with the Company, regardless of the reason for termination, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that you employ or solicit for employment, any person employed at that time by the Company, or by any related corporations in any business thereof in which you have been engaged during your employment.
- 7.7 Non-Compete: It is the Company's policies to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics and encourage all employees to avoid all conflict of interest in any form or manner. Accordingly, all employees must avoid activities that are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company.
- 7.7.1 During the employment period and for a period of three (3) months following termination/end of employment, you will not, directly, or indirectly, work for, own, invest in, direct, or aid any company or person engaged in competition with the Company. [A company or person is in

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- competition with the Company if it solicits business, performs services, or delivers goods that are competitive to the Company, its customers, or its prospective customers.]
- 7.7.2 The above clause pertaining to non-competition shall be enforced to the fullest extent permissible under the applicable law.
- 7.8 Non-Disclosure: You acknowledge that the Company owns an exclusive proprietary interest in certain confidential information and that such confidential information constitutes valuable commercial and industrial secrets of the Company. You acknowledge and agree that the misuse or unauthorized disclosure of any confidential information would constitute an act injurious to Company and that the unauthorized disclosure or use of any confidential information may adversely affect the Company's business, competitive position and goodwill.
- 7.8.1 Your confidentiality obligations extend to all information of a confidential nature obtained or derived from the Company's customers or prospective customers.
- 7.8.2 In view of the Company's business relationship with different competing customers, you hereby covenant not to discuss any customer-related information nor share any customer data or techniques with other employees working on projects or accounts of another competing customer. You will take all necessary measures to protect the confidentiality of all information relating to the customer account for which you are responsible or to which your work relates, as well as any and all relevant data in your custody.
- 7.8.3 You hereby covenant not to mention anything about any competitors of the customer when communicating with the customer. You agree to keep all discussions on matters relating to the specific account within the account team, and that this applies for all communication between all levels of the Company organization.
- 7.8.4 You also agree not to take or remove from the premises without prior authorization in writing any original or copied material including any document, specification, drawing, diagram, plan, list, magnetic medium or any article relating to the Company's interests, secrets, or products/services, past, present or future, except where by virtue of the nature of your duties you are acting in the Company's interest and consent for such action would not reasonably have been expected to be withheld.
- 7.8.5 Under any or all circumstances, you agree not to make any public statements nor press releases about the customer account or project you are assigned to work on or are working on or about any competitors of that customer, without written authorization from the Company.
- 7.8.6 If, during the term of employment, you breach or violate any of the terms set out in this clause, you agree that this shall be sufficient cause for the Company to terminate this Contract. You acknowledge and agree that the termination of this Contract shall be without prejudice to any other legal remedies that the Company may have against you.
- 7.8.7 You agree that upon the termination of your employment with the Company for any reason whatsoever, whether such termination was made voluntarily or involuntarily by you, with or without cause, you will immediately return to the Company any and all property, customer lists, information, forms, formulae, plans, documents or other written or computer material, software or hardware, or copies of the same, belonging to the Company or any related companies of the Company within your possession or made or compiled or delivered to you during your employment, and will not at any time thereafter copy or reproduce the same.

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- 7.8.8 You agree that the covenants and undertakings relating to non-disclosure that you have given herein shall continue regardless of the termination of your employment howsoever caused until such confidential information becomes part of the public domain.
- 7.9 Use of Company Marks: You agree that you will not retain or use, for your account or any other account, at any time, any trade names, trademarks, service mark, or other proprietary business designation used or owned in connection with the business of the Company, or any of the related businesses of the Company. For clarity, it is hereby declared that ownership and title to all of the aforesaid properties shall at all times be vested in the Company, or its related corporations, as the case may be.
- 7.10 Employment Invention: You shall disclose to the Company promptly in writing any invention (the word invention is to be understood to mean anything which might be capable of protection, in any country, against copying by a patent, a registered design, copyright, or otherwise) which may occur to you either alone or in conjunction with any other person during your employment with the Company, with the exception of inventions which you know to be not applicable to the field of activity of the organization. The company shall be entitled to get such invention(s) / patent.
- 7.10.1 You shall inform the Company at the commencement of your employment with the Company of all inventions previously made by you is not precluded by contract from disclosing to the Company and for which an application for a patent or for a registered design has not yet been made.
- 7.10.2 The Company will be free to adopt any of the employees' inventions to the Company at the commencement of your employment with the Company and conceived during your employment with the Company, and to assign to others the right to adopt it, and the Company will be absolutely entitled to any industrial or commercial protection rights anywhere in the world including rights arising from the obtaining of the letters of patent or design registration in respect of such invention. The Company will notify to the employee if and to what extent the Company will adopt the said rights.
- 7.10.3 You shall on the request of the Company execute any necessary assignment, application form or other documents necessary for obtaining any protection right, which the Company will choose, and you shall assist the Company if called upon to do so to obtain at the Company's cost, such protection right.
- 7.10.4 You shall treat all information relating to such invention as confidential and disclose it only to his superiors or any such person as your superiors direct. The employee shall not publish, except with the written consent of the Company, any information in relation to any such invention.
- 7.10.5 You agree that all inventions, designs, improvements, writings, and discoveries made during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and all necessary actions to obtain the patents and copyrights, and vest the Company with full and exclusive title thereto, and protect same against infringement by others.
- 7.11 Conflict of Interests: By joining the services of the company you confirm that you have disclosed fully to the Company any business interests or circumstance that conflict with the Company's interests. You agree to disclose immediately to the Company any conflict of interest between the Company and you or any immediate relatives that may arise during your employment. You are required to sign our standard conflict of interest disclosure form. You acknowledge that you have

*[Handwritten Signature]*

*Shweta Das*  
SHWETA

- read, fully understand and agree to abide by, the terms and conditions of this disclosure shall form part of this present employment agreement.
- 8 Continuation of employment
- 8.1 It is understood that this offer of employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment process. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the Management forthwith without notice. This will be without prejudice to the right of the Management to take disciplinary action against you for the same.
- 8.2 Founding years (FYLS) at its discretion will perform reference check and verification of your personal information related to employment, education & personal/public conduct in the respective organizations, institutions & departments of the government. In the event of mismatch of facts against those declared by you, the company will take appropriate action, including termination of employment.
- 8.3 The retirement age in Founding Years Learning Solutions is (58) years
- 9 Governing Law and jurisdiction

This offer of employment shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and Management will be subject to exclusive jurisdiction of courts of Bangalore, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

In case this offer of employment is acceptable to you, please sign the duplicate copy of this letter and return to us as a token of your acceptance of the terms and conditions of employment offered to you.

for Founding Years Learning Solutions Pvt. Ltd.

*[Handwritten Signature]*  
Dhivakaran Naidu  
CHRO

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the offer of employment on the terms and conditions stated herein above.

Dated 18/10/22

Candidate Signature: *Shweta Das*  
Name: *Shweta Das*

# Tapaja Bhattacharya

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Junior Merchandiser	12/12/2022	Kothari Hosiery Factory Pvt.Ltd. Administrative office: 29 Strand Rd, Kolkata-700001	187,385/-

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**Kothari Hosiery Factory Pvt. Ltd.**  
QUALITY HOSIERY GOODS MANUFACTURERS & EXPORTERS

**Sales Office :**  
113, MANOHARDAS KATRA  
KOLKATA-700 007 (INDIA)  
Phone : 2269 7052, 2268 9904  
Telfax : 2239 0270

**Delhi Office :**  
98, NARAYAN MARKET  
SADARBAZAR  
DELHI-6  
Phone : 2363 4886, 2367 8237

**Administrative Office :**  
29, STRAND ROAD, KOLKATA-700 001  
Phone : 2243 9371 to 9375  
E-mail : skcc.call@skcc.in.net  
Website : www.kotharihosiery.com

CIN No. : U17111WB1988PTC044899

**Letter of Offer for Employment**

To,  
Ms. Tapaja Bhattacharyya  
D/O, Mr. Tapas Kumar Bhattacharyya  
Srijoni Complex Block D Flat J3  
22 N S Road, Rajpur, Sonarpur (M)  
South 24 Parganas, West Bengal  
Pin Code - 700148

Date: 12/12/2022

**Sub: Letter of Offer for Employment**

Dear Ms. Tapaja,

We are pleased to offer you an appointment in our organization as a **Junior Merchandiser** in **Merchandising Department** with effect from 03/12/2022. You will be based in our Hosiery Park (Jagdishpur) Factory Location & other Factories (for companies with multiple offices). Your probation period will be for 6 months.

You will be paid Annual CTC of Rs. 1, 87, 385/- (Rupees One Lakh Eighty-Seven Thousand Three Hundred Eighty-Five Rupees Only) per annum as detailed in Annexure - A. After six months after management satisfaction and on basis of your performance & contribution you will be confirm employee according to the Company HR policy.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in The copies of documents or certificates given by you as a proof of above us retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit.


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

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

Yours truly,


For KOTHARI HOSIERY FACRORY PVT, LTD

Employee Signature:  
Accepted Date



## Adiba Shahid

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Assistant Teacher	01/01/2022	Ideal Mission School, 42/1a, Topsia Road, Kolkata-700039	48000/-

 **IDEAL MISSION SCHOOL**  
(An English / Urdu Medium School)  
42/1a, Topsia Road (Near Gebtaia Masjid), Kolkata - 700 039

Ph.: 9831671223  
8697845311

Ref: \_\_\_\_\_ Date: 31-08-23

To Whom it may concern

This is to certify that ADIBA SHAHID  
D/o MD. SHAHID of 20/4 Tanti Bagan Lane  
Kolkata - 700014 has joined this institute on  
01-01-2022. She is very laboursious and well  
mannered teacher. She is teaching in this  
institution till now.


I wish her every success  
in life.

Sincerely yours  
Kohinoor Bano  
Principal  
IDEAL MISSION SCHOOL

IDEAL MISSION SCHOOL  
42/1A, Topsia Road, Kol-39  
ESTD-2000

# Rakiba Khanam

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Content Writer	01/03/2024	Adda247, 2-A/3, Kundan Mansion Asaf Ali Rd, New Delhi-110002	180,000/-



**Metis Eduventures Private Limited**

2-A/3, Kundan Mansion Asaf Ali Road  
New Delhi-110002

0124 - 4369303 | [info@adda247.com](mailto:info@adda247.com) | [www.adda247.com](http://www.adda247.com)

**Internship Letter**

Date:26-02-2024  
Name:Rakiba Khanam  
Address:24B ,PALM,Avenue ,Ballyuge ,Kolkata  
West bengal ,700019

Dear Rakiba,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you the position of Intern-Content Writer at Metis Eduventures Pvt. Ltd (Adda247) at our Gurugram office.

Duration:1st March 2024 - 1st June 2024.  
Stipend: INR 15000/- per month

We are happy to onboard you and we look forward to your valuable contribution. We hope that your knowledge, skills and experience will be among our most valuable assets.

Do share the documents mentioned below for us to take the process forward. Please note that your official appointment is subject to the verification of your references and the document you submitted. Documents required from your end as follows.

- Educational Certificates (10th,12th, graduation, and post-graduation) -Mark sheet & certificates both
- Address & ID Proofs (Aadhar Card - both front and back side & Pan Card)
- 2 passport size colour photographs
- Relieving/Experience Certificate of last three employers (if applicable)
- Last 3 month's Salary Certificate/Slip of previous organization (if applicable)
- Cancelled Bank Cheque/ Passbook front page

During the internship, your employment services can be terminated by either side by giving 15 days prior notice or salary in lieu thereof.

Please send us a mail confirming the acceptance of this offer within 48 hours or 2 working days, if we do not receive your confirmation within the stipulated time, your offer stands null & void.

Welcome Aboard!  
Yours Sincerely,  
For Metis Eduventures Pvt. Limited  
Jagat Kumar  
Vice President, HR

This is a computer-generated letter hence does not require a signature

TIN NO : U80902DL2012PTC231608  
Books of Accounts Situated: Unitech Cyber Park, Sector -39, Gurgaon, Haryana - 122002

## Graduating Year : 2022-23

Name of the student	Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
Puja Jha	B.A.	Cabin Crew	09/06/2022	Indigo Airlines, recruiter office: InterGlobe Aviation Ltd, Level 2, Tower C, Global Business Park, Mehrauli Gurgaon Rd, Gurgaon-122002	448,000/-
Esha Ganguly	B.FAD	Junior Merchant	01/11/2023	Shrinka Enterprise, Deshbandhu Road (Paulpara) Madhyamgram, Kolkata-700130	162,000/-
Falguni Mondal	B.FAD	Junior Merchant	01/11/2023	Shrinka Enterprise, Deshbandhu Road (Paulpara) Madhyamgram, Kolkata-700130	150,000/-
Upama Majumder	B.FAD	Designer	15/11/2023	Denon Merchandise Pvt.Ltd, 65, Cotton St. Kolkata-700007	162,000/-
Zubia Homa Sharafi	B.A.	Teacher in-charge	01/09/2023	Gulistan Model School, 25/1, Danish Molla Lane, Shibpur, Howrah-711102	60,000/-
Dishani Sardar	B.A.	Senior Associate	09/03/2024	Nadezhda Ventures, B-127, Sector 2, Noida, Gautam Buddha Nagar, U.P. 201301	324,600/-
Diya Gomes	B.A.	Junior Associate-Designer	07/03/2024	Affinity Express India Pvt. Ltd. Office no 105, Sai Radhe Complex, Sangamwadi, Pune-411001	286,000/-
Tazeen Akhter	B.A.	Sales Officer	07/02/2024	Black Touch Abaya & Sheila, Establishment No. 1179738, Abu Dhabi, U.A.E.	163,224/-
Nuzhat Imtiyaz Ansari	B.Sc	Work Assistant/A	07/02/2024	Bhabha Atomic Research Centre, Central Complex, Trombay, Mumbai-400085	

# Puja Jha

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Cabin Crew	09/06/2022	Indigo Airlines, recruiter office: InterGlobe Aviation Ltd, Level 2, Tower C, Global Business Park, Mehrauli Gurgaon Rd, Gurgaon-122002	448,000/-

**INDIGO CABIN CREW EMPLOYMENT AGREEMENT**

AMONGST

Puja Jha

AND

INTERGLOBE AVIATION LIMITED

May 28, 2022

RAKESH PRASAD  
07.06.2022 14:55

InterGlobe Aviation Limited  
Registered Office: Upper Ground Floor, Sector 28, Gurgaon, Haryana - 122002, India. Contact: +91 99113 43000 Email: hr@interglobeaviation.com  
Corporate Office: Tower C, Global Business Park, M H Road, Gurgaon - 122002, Haryana, India. T +91 99113 43000, F +91 99113 43000, www.igaviation.com

Indigo Cabin Crew Employment Agreement

**THIS INDIGO CABIN CREW EMPLOYMENT AGREEMENT** (this "Agreement"), is executed on the 28th day of May, 2022.

BY:

**Puja Jha**, resident of Rabintra Pally, Sapuipara, Ghoshpara, Howrah (hereinafter referred to as "Cabin Crew") of the ONE PART,

AND

**InterGlobe Aviation Limited**, a company incorporated under the laws of India having its corporate offices at Tower C, 2<sup>nd</sup> Floor, Global Business Park, Mehrauli - Gurgaon Road, Gurigram - 122002, Haryana, India (hereinafter called the "Company", which expression shall include its successors, nominees and assigns) of the SECOND PART.

(The Cabin Crew and the Company shall be individually referred to as the "Party" and collectively as the "Parties").

**IN CONSIDERATION OF THE PREMISES AND MUTUAL PROMISES AND COVENANTS SET FORTH HEREINAFTER, THE PARTIES HERETO AGREE AS FOLLOWS:**

**1. Definitions**

In this Agreement, unless the context otherwise requires: (i) capitalized terms defined by inclusion in quotations and/or parentheses have the meanings so ascribed; and (ii) the following words and expressions will have the meanings ascribed to them below:

"Available To Fly" means that the Cabin Crew (i) is available to perform duties in the service of the Company, (ii) is engaged in any training being provided by the Company,

**Open Microsoft 365 (Office)**

"Cabin Attendant (Trainee)" / "Senior Cabin Attendant (Trainee)" / "Lead Cabin Attendant (Trainee)" / "Check Cabin Attendant (Trainee)" means a Cabin Crew who has relevant experience before joining the Company (based on operational requirements)

**May 28, 2022**

Rakesh Prasad  
Director-Inflight Services  
InterGlobe Aviation Limited  
Level 2, Tower C, Global Business Park,  
Mehrauli Gurgaon Road,  
Gurgaon-122002  
Haryana

**Sub: UNDERTAKING UNDER THE INDIGO AIRBUS CABIN CREW EMPLOYMENT AGREEMENT**

Dear Sir,

This is with reference to the Cabin Crew Employment Agreement dated **May 28, 2022** (hereinafter "Agreement") entered into between InterGlobe Aviation Limited (hereinafter "Company") and me, whereunder I am appointed as **Cabin Attendant (Grade Tr)** with effect from **June 09, 2022**.

Reference is drawn to clause 6, section 6.2 (Under Leaves and Days off) wherein I have been briefed that I shall be entitled to such number of days off/rest period in a month, as prescribed by applicable law/regulations.

I further state that this Undertaking is being given by me voluntarily and without any force, coercion or undue influence from any person whatsoever.

This Undertaking shall be made an integral part of the Agreement.

In the event of any conflict between a conflicting provision contained herein and in the Agreement, the provisions as contained in the Undertaking shall prevail and take precedence, strictly to the extent of such conflicting provision.

Yours truly,

\_\_\_\_\_  
Name: Puja Jha  
Date:  
Acknowledged by InterGlobe Aviation Limited



# Esha Ganguly

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Junior Merchant	01/11/2023	Shrinka Enterprise, Deshbandhu Road (Paulpara) Madhyamgram, Kolkata-700130	162,000/-

## SHRINKA ENTERPRISES

Office Address - DESHBANDHU ROAD (PAUL PARA),MADHYAM GRAM, KOLKATA-700130  
Factory Address- MANDALGANTHI, P.O- BAMANGACHI, P.S- BARASAT, PIN NO- 743248, W.B

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JOINING LETTER DATE - 01-11-2023  
APPOINTMENT AS A JUNIOR MERCHANT

**MS. ESHA GANGULY**


We would like to refer your interview for as a Junior Merchant post. We have pleased to advise that we are offering you this position with our organisation effected from 01-11-2023 under following norms & regulation -

- 1) Salary - 13500/- P.M ( for 1st 3 Months) & 15000/- P.M ( balance 9 Months )
- 2) Your appointment will be subject to probationary period of 3 months. After 3 months we will decide your joining confirmation as on above post & if any kind of changes needed .
- 3) Working responsibility -
  - a) Obey for all norms & regulation in the organisation
  - b) Maintain Documentation for your working responsibility.
  - c) Could not accept any kind of activities against Company's norms.
  - d) TNA upgration Maintaince.
  - e) Working time as per require on buyer basis.

We hope you will be most fittest & best for our organisation.

Thanking you

**SHRINKA ENTERPRISES**



Authorised Signatory



# Falguni Mondal

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Junior Merchant	01/11/2023	Shrinka Enterprise, Deshbandhu Road (Paulpara) Madhyamgram, Kolkata-700130	150,000/-

## SHRINKA ENTERPRISES

Office Address - DESHBANDHU ROAD (PAUL PARA), MADHYAM GRAM, KOLKATA-700130  
Factory Address- MANDALGANTHI, P.O- BAMANGACHI, P.S- BARASAT, PIN NO- 743248, W.B

### JOINING LETTER

DATE - 01-11-2023

### APPOINTMENT AS A JUNIOR MERCHANT

MS. FALGUNI MONDAL

We would like to refer your interview for as a Junior Merchant post. We have pleased to advise that we are offering you this position with our organisation effected from 01-11-2023 under following norms & regulation -

- 1) Salary - 12500/- P.M ( for 1st 3 Months) & 14000/- P.M ( balance 9 Months )
- 2) Your appointment will be subject to probationary period of 3 months. After 3 months we will decide your joining confirmation as on above post & if any kind of changes needed .
- 3) Working responsibility -
  - a) Obey for all norms & regulation in the organisation
  - b) Maintain Documentation for your working responsibility.
  - c) Could not accept any kind of activities against Company's norms.
  - d) TNA upgration Maintaince.
  - e) Working time as per require on buyer basis.

We hope you will be most fittest & best for our organisation.

Thanking you

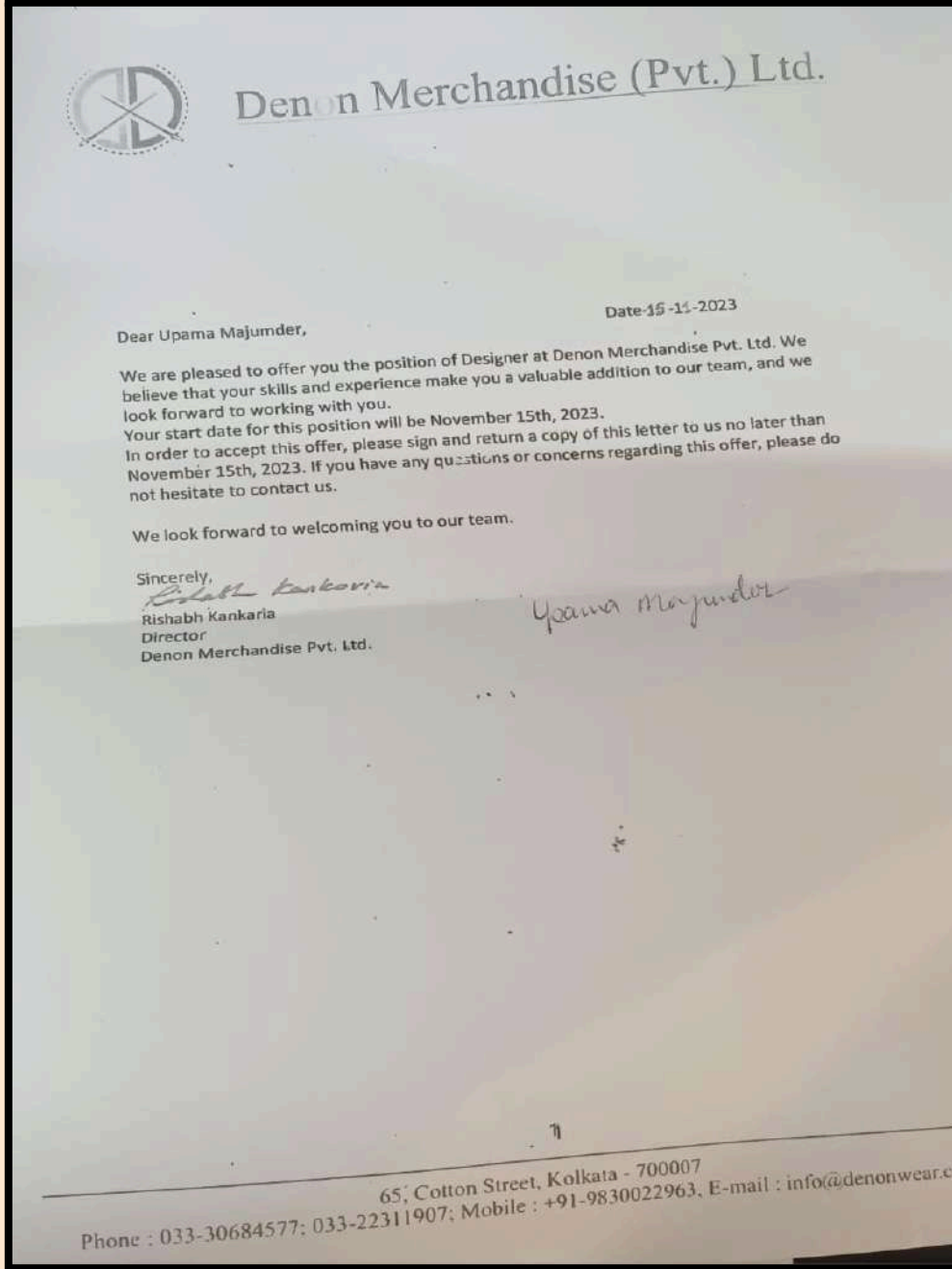
SHRINKA ENTERPRISES



Authorised Signatory


## Upama Majumder

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.FAD	Designer	15/11/2023	Denon Merchandise Pvt.Ltd, 65, Cotton St. Kolkata-700007	162,000/-




## Zubia Homa Sharafi

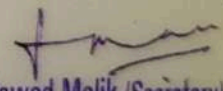
Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Teacher in-charge	01/09/2023	Gulistan Model School, 25/1, Danish Molla Lane, Shibpur, Howrah-711102	60,000/-

 **GULISTAN MODEL SCHOOL**  
25/1, Danish Molla Lane Shibpur, Howrah-711102  
Phone: 033 29999506 / 9331094501

**SESSION 2023-24**  
**ZUBIA HOMA SHARAFI**  
*Designation : Teacher in-Charge*


  
Father's Name : Khalid Amin Sharafi  
Address : 34/3/2, Nabin Mukherjee Lane,  
Howrah-  
DOB. : 29.05.2001  
Mobile : 9748382061

Valid upto : March 2024

  
Jawed Malik (Secretary)

# Dishani Sardar

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Senior Associate	09/03/2024	Nadezhda Ventures, B-127, Sector 2, Noida, Gautam Buddha Nagar, U.P. 201301	324,600/-



**Subject: Letter of Appointment**

Dear Dishani,

We are pleased to offer you an appointment as Sr. Associate at **Nadezhda Ventures Pvt Ltd.** Your date of joining will be 9<sup>th</sup> March 2024. Your monthly emoluments will be Rs. 27,050/-. You will be reporting to the Manager.

**Full Name: Dishani Sardar**  
**Permanent / Correspondence Address:** 4 Bachaspatipara Road, Kamarhati (m), North 24 Parganas, West Bengal- 700076.  
**E-mail:** sardardishani5@gmail.com

All correspondence, including your acceptance of the terms and conditions, should be duly signed by you.

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

Thank you,  
*Digvijay Singh*  
**Digvijay Singh (Director)**  
**Nadezhda Ventures Pvt Ltd.**

Address: B – 127, Sector 2, Noida, Gautam Buddha Nagar, U.P. 201301  
 CIN- U51100UP2018PTC107606, TAN- MIRTN03762D, GSTIN – 09AAGCN1894G1Z7  
 Email: info@nadezhda.in Web: www.nadezhda.in Ph: +91-120-4302892, +919528555111

**Job Responsibilities & Reporting:**  
 You shall report to the manager nominated by **Nadezhda Ventures Pvt Ltd.** Your scope of work shall include all functional responsibilities of **Virtual Assistant**. Your job responsibilities may be altered or added to from time to time at the discretion of the management. You shall diligently and satisfactorily carry out the instructions given by your senior, in the sole interest of Nadezhda Ventures Pvt Ltd.

**Candidate Reporting Time:**  
 Your login reporting time will be adjusted based on the assigned client.

**Salary:**  
 Your monthly emoluments will be Rs. 27,050/- . This amounts to an annual salary of Rs. 3,24,600/- including floor incentives.

Employee Name:		Dishani Sardar	
S.No.	Salary Components	MONTH(INR)	ANU(INR)
1	Basic Salary	14,500	1,74,000
2	HOUSE RENT ALLOWANCES	5,500	66,000
3	OTHER ALLOWANCES	5,400	64,800
4	Internet	500	6,000
5	Statutory Bonus	1,150	13,800
6	Net Take Home Salary	27,050	3,24,600
7	Total Cost to CTC	31,170	3,74,040

**Note:** Salary will be paid into the candidate's bank account only.  
 Employees who join on the 15th of the month or after will receive their salary with the next month's salary.  
 If an employee leaves within 30 days of the joining date, Nadezhda Ventures Pvt Ltd. will not be liable for their salary.

- You shall be based at Kolkata but may be transferred to any of the Company's Office. Your date of joining will be 09th March, 2024.
- Your regular working hours will be 9 hours a day and it is rotational as per the job requirement including Night Shift.
- You may also be posted to any offshore location at the company's sole discretion. You shall be a Full-Time employee and shall be entitled to benefits as specifically outlined herein.

Your annual compensation will be 3,74,040 INR on a Cost to Company (CTC) basis. This package is tailored specifically for you and must be treated confidentially, not to be compared with others. The CTC, comprising fixed and variable components, is inclusive of all applicable taxes and deductions. It covers

basic salary, House Rent Allowance (HRA), medical allowance, and other relevant allowances. Your salary will be deposited directly into your bank account monthly, with payments made by the 10th day of each month or the next business day if the 10th falls on a non-business day. Please note, your salary is calculated from the 1st to the last day of each month.

**Tenure:**

Upon your acceptance and commencement of work, this offer becomes effective, with a three-month probationary period and performance evaluations by Nadezhda Ventures Pvt Ltd. Failure to meet standards may extend probation or lead to termination. Successful completion may result in confirmation at management's discretion, with regular performance reviews thereafter. Resignation requires a 30-day written notice, subject to penalties for early termination. Adherence to employment terms is vital; gross misconduct warrants immediate termination. Nadezhda Ventures Pvt. Ltd. typically provides 30-day notice, except during probation (2 days) and post-confirmation (30 days). During the notice period, your service should be productive and professional. Termination without prior notice may occur for failure to adhere to terms outlined in this offer letter. Additionally, Nadezhda Ventures Pvt. Ltd. reserves the right to extend probation or terminate employment if performance doesn't meet required standards.

**Termination & Suspension:**

Nadezhda Ventures Pvt Ltd. reserves the right to assign you to any process as desired. During the 4-day training period, if Nadezhda Ventures Pvt Ltd. finds you underperforming or receives complaints from management, your services may be terminated. If you are underperforming, the company may provide a Performance Improvement Plan (PIP) for a duration of 2 week. If you fail to demonstrate improvement during the PIP period, the company may terminate your employment. Additionally, the company reserves the right to terminate your employment at any point during the PIP period if deemed necessary.

Note: Please refer to all points of Salary T&C.

**Leave and Holiday Policy:**

Christmas leave is unpaid in December, while Indian public holidays like Diwali, Independence Day, Republic Day, and 2nd October are paid.

After one month, Nadezhda Ventures Pvt Ltd. offers one paid leave monthly, considering promotion/salary increment after 9 months based on performance.

In the first month, only sick leave with a medical certificate is allowed.

6-7 days leave requires 1-month prior notice,

2-3 days leave needs 1-week prior notice,

1 day leave needs 1 or 2-day prior notice.

Same-day notice is acceptable for urgent matters, accompanied by relevant documents.

Absence for 3 days without notice is considered absconding, with no liability for dues. Unscheduled leave results in a deduction of double the days' salary.

**Benefit:**

After successfully completing the one-month probationary period and maintaining continuous employment thereafter, Nadezhda Ventures Pvt Ltd. will enroll you in a Cashless Mediclaim policy under your name.

I have carefully read and understood the terms and conditions mentioned above and have accepted all the terms and conditions of this appointment letter

Nadezhda Ventures Pvt Ltd.

*Digvijay Singh*  
Digvijay Singh  
Director



Dishani Sardar

9th March, 2024



# Diya Gomes

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Junior Associate-Designer	07/03/2024	Affinity Express India Pvt. Ltd. Office no 105, Sai Radhe Complex, Sangamwadi, Pune-411001	286,000/-



THE POWER BEHIND THE BEST IDEAS ON EARTH.

Ref: GASPL-DTA/HR/23986 DOJ: 07-Mar-2024

**PRIVATE AND CONFIDENTIAL**

**Dear Diya Gomes,**

In our continuous pursuit for Talent, we look for Professionals driven by Vision, Passion and Action to achieve their individual and our organizational goals. Based on your profile and various rounds of discussion it has been observed that you display the Qualities required to be an **Affinitian**.

We are pleased to give you an offer of appointment and would be happy to have you as a part of our team. This offer was made after considering your education, total experience, relevant experience, professional / technical / process exposure, functional & HR feedback and finally the internal parity.

**Employment Title**  
We are pleased to offer you the post of "Junior Associate- Designer" in Management Grade O1 of Global Advertisement Services Pvt. Ltd.

**Work Location**  
Initially you are offered to work remotely, however, the Company reserves the right to transfer you to any other location where the Company has office or newly established office, client locations as per the requirement of the business. Your services are transferable at short notice, to any department or your services may be seconded to any other Company or any other place where work of Company is carried out, as may be necessary. In the event of transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable to the establishment in which you are transferred. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.

**Compensation Package**  
Your compensation package will be as detailed in **Annexure A**. The compensation package shall be governed by Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

If entitled, you shall become a member of Provident Fund and Employees' Pension Scheme, Employee State Insurance Scheme and other statutory Employee Welfare / Benefit Schemes presently applicable and as may be modified from time to time. Employee's contribution towards statutory and other company initiated welfare / benefit schemes will be deducted from the monthly salary. Any modification in the same will be applicable to you from time to time.

**Job Description**  
Global Advertisement's entrepreneurial framework provides Team Members the ability to perform different roles based on their capability and available opportunities. Distinct career tracks have been defined and

**Global Advertisement Services Private Limited**  
DTA Unit  
CIN: U74999PN2010PTC135492  
Office No. 105, 5<sup>th</sup> Floor, Sai Radhe Complex,  
Raja Bahadur Mill road, Sangamwadi,  
Pune - 411001  
AffinityX.com

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equivalence established for those playing specialist roles in Technology / Domain / Process / Design / Production areas.

Your role will be assigned upon joining. Although your normal work will consist of duties assigned to you from time to time, you may be at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care. You will also be bound to discharge duties assigned by your superiors from time to time.

**Training Period**  
As per the operational requirements and your role, you shall be required to go through New Hire Training (NHT) and On Job Training (OJT) facilitated by Learning and Development and Operations team. The training duration, schedule, content, periodic assessment and final assessment will be set as per operational requirement and shall be governed by policies and guidelines of the organisation.

The assessments shall be conducted on parameters like quality, productivity, attendance and behaviour. During or after the assessment if the performance/behaviour is found to be below expected standards, it might result to disciplinary action and/or dismissal from services.

**Shift Working**  
You would be required to work in any shift with staggered weekly off. These shift timings are subject to change and the company has the right to change as and when required.

**Probation**  
You will be on Probation for a period of Six months from the date of joining; the period of probation may be extended further if necessary in writing, unless expressly confirmed in writing the probation period will continue.

Your confirmation in service of the Company after probation period will depend on your performance and conduct being as per the norms of the Company. The decision of the Company with regards to extension of probation, confirmation or otherwise shall be final and binding.

There would be periodic review of performance during and at the end of probation period. Performance below expectation can result anytime in separation from the services.

**Performance review**  
Your continuation/ confirmation/ increment/ promotions will depend on outcome of periodical performance appraisal conducted by management of our Company.

If it is found during review that your performance is not up to expectation, you can be put under performance improvement plan and during Performance Improvement Plan if you do not perform to the expectation, it may result in your separation from services.

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**Leave**  
You will be entitled for leave and paid holidays as per the policy of the Company as presently applicable and as may be modified from time to time.

**Compliances**  
You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of returns. The Company may withhold from any compensation or benefits payable to you, all Central, State or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.

**Code of Conduct**

You shall at all times during your employment, continuation and association comply with the service regulations, code of conduct Policies and Guidelines of the Company presently applicable and as may be modified from time to time

**Retirement**

The normal age of your retirement shall be 58 years and accordingly it is the conditions of employment that you will be automatically retire on attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard.

**Termination**

**a) On Probation**

It is understood and agreed that this engagement during or on completion of probation may be terminated by either party by giving to the other at any time, notice in writing of **45 days**. The termination shall take effect at the end of such notice period.

Termination during probation with immediate effect may be made either party by paying to the other an amount equivalent to **45 days** of Gross Salary in lieu of notice. In the event the termination of probation with notice is at the instance of the Employee the Company at its sole discretion reserves the right to relieve the employee on any date during the date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period.

**b) After Confirmation**

It is understood and agreed that this engagement after confirmation may be terminated by either party by giving to the other at any time, notice in writing of **90 days**. The termination shall take effect at the end of such notice period.

Termination with immediate effect may be made either party by paying to the other an amount equivalent to **90 days** of Gross Salary in lieu of notice. In the event the termination of probation with notice is at the instance of the Employee the Company at its sole discretion reserves the right to relieve the Employee on any date during the date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period.

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**Termination on Disciplinary / Performance Issues**

At the sole discretion of the Company your services are liable to be terminated during probation or any time after confirmation without any notice or salary in lieu thereof in the event of non – performance, negligence in work, absenteeism, producing wrong / forged credentials / declaration to obtain employment with the Company or in the event of your involvement in any serious misconduct, misdemeanor or any offence or that may or may not be directly connected with the business of the Company. Upon the termination of your employment, you will return to the Company all documents and any other articles and/or copies thereof belonging to the Company which may at the time be in your possession. For any act of yours which constitutes a misconduct or serious misconduct, Company shall be entitled to take appropriate action as per Disciplinary Action Policy against you including termination of services.

**Abandonment of services:**

If with your own conduct you abstain from showing up for services or show no interest to continue serving the company, it shall be presumed that you have abandoned your employment on your own accord and shall lose lien on your employment.

**Handover of duties and responsibilities**

At the time of separation, you are required to handover your duties and responsibilities to whom the reporting authority directs and the detailed handover note need to be signed by your reporting authority.

**Reservation of Rights**

In the event of your leaving the service of the Company for any reason, you shall immediately repay all outstanding amounts due from you to the Company. The Company at all times reserves rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company. In the event of your leaving the employment of the Company without settling the accounts due from you to the Company or if the same are not recoverable , either in full or part , from the dues payable to you by the Company , the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

**Confidential information**

You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, process, books, records and documents, technical information concerning the process, client list, procurement procedures, pricing techniques and credit and financial data, employee's salary, Company's rules and regulations) all comprise confidential business information and trade secrets , vital to the business of the Company. You hereby agree that you will not, at any time during or after your employment with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, our Company. For the purpose of this paragraph, the term "Company" shall also include all affiliate / clients of our Company.

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Any disclosure which has not been expressly authorized by the Company shall be called "unauthorized disclosure". For the purpose of this paragraph, the term "Company" shall also include all affiliate / clients of our Company. Unauthorized Disclosure and use of confidential information constitutes a serious misconduct and our Company shall be entitled to take appropriate disciplinary action against you including termination of service. Disclosure and use of confidential information of our Company after the termination of your relationship with our Company shall entitle our Company to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction". Where disclosure of confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform our Company either before or immediately thereafter the nature and extent of disclosures made and circumstances under which those disclosures were required to be made by you.

**Intellectual Property**

All works developed by you during the course of your employment with our Company, shall belong exclusively to our Company and you hereby assign the ownership of copyrights of such works and those any other derivative works, to our Company. You will promptly provide to our Company a complete written disclosure for each such work identifying the features or concepts you or our Company believe to be new or different. You grant to our Company an irrevocable, non-exclusive, worldwide, perpetual, paid-up license under these works. The license scope is to make, have made, use, have used, sell, license or transfer items of such works and to practice and have practiced methods pertaining to such works. You are specifically made aware that you will not be liable to any compensation for such acts or yours, and that any rewards which our company may choose to bestow will not be deemed to confer any rights towards that invention, discovery or improvement in system or method, for you.

**Indemnity**

You shall indemnify our Company against any loss, damage, proceeding which our Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and or gross dereliction of duties on your part. You should also indemnify the company against any loss, damage, proceedings which company may suffer due to any third party claim of plagiarism or infringement of intellectual property rights of a third party. Such indemnity shall not prejudice the right of our Company to terminate your services on such count or the right of our Company to seek other remedies which our Company may have to make good the loss, damage.

**Severability**

If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by court of law.

**Governing laws and Jurisdiction**

The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement will be within the jurisdiction of Pune.

**Relationship with Directors**

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You will declare your relationship, if any, with any of the Directors of the Company in terms of Section 6 of The Companies Act, 1956. In case your becomes related to any of the Directors of the Company, you will inform the Company within 7 days of your becoming so.

**Credential Verification**

Your appointment will be subject to the satisfactory verification of the following

- a) Reference Check by Company appointed third party
- b) Verification of credentials related to educational qualification, previous experience, and previous salary statement.

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**Other Terms and Conditions**

- During your employment, you will be subject to the service Rules regulations applicable from time to time.
- The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by our Company subsequently in the course of your employment.
- Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR Manual and other Policies and procedures of our Company as presently applicable and as may be amended from time to time.
- You will not, during the continuance of your employment undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as principal agent, clerk, assistant, consultant, servant or otherwise in any same, similar or any other business, trade, or profession whatsoever. You will devote your whole time and attention to your duties with us.
- You shall not during the course of your employment engage, participate, whether directly or indirectly in any business competitive to the business of the Company.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to our Company or engage in unlawful/immoral activities.
- If at any time you are involved in any legal / administrative / quasi-judicial proceeding(s) you shall immediately inform our Company the details thereof.
- You shall not at any time use your association with our Company to gain unfair advantage for personal purposes.
- You shall not appoint or cause to appoint any of your direct or indirect relatives as employees / consultants / trainees / retainers / vendors of the company. If any of your direct or indirect employees are already engaged or about to be engaged in our Company in above mentioned capacity, you have to inform the same in writing to Human Resources Department failing to which the Company shall be constrained to take suitable action.
- You shall not communicate in writing to any client or prospective client or any outside authorities on any process details or any matters which requires confidentiality without the prior written approval and authority of our company. You shall not distribute any circular or writing concerning our Company without the prior written approval of our Company. If any claim shall be brought against our Company as a consequence of any unauthorized action or communication or statement of yours or in any other form or for such action caused by you, all costs, loss or damages arising there from shall be borne by you.

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- You will undertake and agree that all the company's property, assets, articles and effects of any nature whatsoever which shall come into your possession during the course of your employment or otherwise shall be the absolute property of the company. You shall keep such property or assets in good condition and order and will on demand at any time during your employment or at the cessation thereof for any cause or whatsoever, deliver the same to the company. In the event of your failure to account for such properties or assets aforesaid to the satisfaction of our company, our company shall be entitled to deduct from your dues the value of all such properties or assets as well as to take such other action or proceedings in this regards as the company may deem proper
- You shall keep the company informed in writing, of any change of address, surname, nominees failing which any notice/letter/mail sent by our company to your address / name / nominees / your email address declared at the time of appointment shall be sufficient for the purpose of this contract.
- We have a Quality Management System compliant with ISO 9001 and an Information Security Management System compliant with ISO 27001. You shall abide by the Quality policy and Information security policy in force and comply with the requirements of the QMS and ISMS.

**Use of Company's Assets**

Protection of the Company's assets is a key responsibility of every person associated with our Company. In the course of your employment with our Company you will be allowed to use the Assets and resources of our Company as per the requirements of your employment. You will be responsible for the proper use, protection and conservation of our Company's assets and resources. You must safeguard such assets against loss, damage, misuse or theft. Care should be taken to ensure that assets are not misused, misappropriated, loaned to others or sold without appropriate authorization. This includes Company properties, assets, proprietary manufacturing process, engineering designs, process technology, application knowledge, financial data, strategies, trade secrets, corporate information and other Company rights. Company assets are to be used solely to pursue and achieve Company goals and not for personal benefit.

The Company has developed procedures and control for usage and protection of company's asset. All are personally responsible for compliance of the procedures.

You shall indemnify the Company if there is any loss or damage of the Company's assets and such loss arises out of your improper usage of the Asset or non - compliance of the procedures.

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***Use of Internet***

1. Based on the business requirements, "Internet" connection may be provided to you.
2. This facility is not to be used for private chats, seeking employment or generally browsing. You should ensure that usage of this facility for personal work is restricted to after office hours.
3. You should not visit sites which are pornographic, obscene, objectionable in nature or which are detrimental and objectionable to individuals, colleagues / co-workers or to our Company or to any nation. Disciplinary action would be taken against those found visiting such sites.

**Please sign and return a copy of this communication in acknowledgement of receipt and acceptance.**

Human Resources are the most important asset of our organization and we take this opportunity to welcome you to the organization and look forward to having you a mutually rewarding, exciting career with us.

**For Global Advertisement Services Private Limited.,**

**Shweta Gajria  
Vice President – Human Resources & Facilities**

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**Annexure A**  
**COMPENSATION ENTITLEMENT SHEET**

**Date of Joining:** 07-Mar-2024  
**Name :** Diya Gomes  
**Position Description** Junior Associate - Designer  
**Grade Description** O1  
**Location** Pune

Copy Distribution  
 Original : Employee  
 Copy 1 : Personal File

Sr. No.	Components	INR (Per Month)	INR (Per Annum)
1	Basic	14,700	176,400
2	HRA	3,716	44,595
3	Skill Development Allowance	0	0
4	Leave Travel Allowance	0	0
5	Statutory Bonus	2,940	35,280
6	<b>Gross Remuneration</b>	<b>21,356</b>	<b>256,275</b>
7	Meal Allowance	0	0
8	Fuel and Vehicle Maintenance Reimbursement	0	0
9	<b>Gross Remuneration including reimbursement (A)</b>	<b>21,356</b>	<b>256,275</b>
10	Employer cont. to Provident Fund	1,764	21,168
11	Gratuity	707	8,485
12	MLWF	6	72
13	<b>Statutory Contributions (B)</b>	<b>2,477</b>	<b>29,725</b>
14	<b>Total CTC (A) + (B)</b>	<b>23,833</b>	<b>286,000</b>

Below are the other costs the organization will bear & payouts you will be eligible within the current policy framework of the organization. The figures are calculated on maximum eligibility & are for illustration purposes only.

Sr. No.	Components	INR (Per Month)	INR (Per Annum)
I	*ESIC Cost - Employer's contribution	0	0
II	** Night Shift Allowance (Rs 100 per day)	2,200	26,400
III	***Broadband/ Internet Reimbursement (upto )	1,000	12,000
IV	****Pay for Performance (upto)	7,500	90,000
V	<b>Other Payouts ' (C)</b>	<b>10,700</b>	<b>128,400</b>
15	<b>Total Remuneration (A) + (B)+ (C)</b> <b>(Total CTC with other payouts at maximum)</b>	<b>34,533</b>	<b>414,400</b>

**Other Benefit:** Over and above Total Remuneration, employees are covered under a Group Personal Accident (GPA) Policy, Mediclaim policy & Group Term Life insurance according to rules of the company.  
 Mediclaim : 2,00,000 Family Floater

**Accidental Death (AD)** In case of an accidental death while in employment the employee is covered to a maximum amount of 60 times of monthly gross.

**Term Life Insurance:** In case of death while in employment the employee is covered to a maximum amount of 36 times of monthly gross.

**Global Advertisement Services Private Limited**

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# Tazeen Akhter

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.A.	Sales Officer	07/02/2024	Black Touch Abaya & Sheila, Establishment No. 1179738, Abu Dhabi, U.A.E.	163,224/-



UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES & EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية والتوطين

Contract preview  
مشاهدة العقد

**EMPLOYMENT CONTRACT FULL WORK** عقد عمل دوام كامل

Work permit (Recruiting a worker from outside the country) تصريح العمل (استقدام عامل من خارج الدولة)

Work Style	Full Work	نمط العمل	دوام كامل
Transaction Number	MB260294607AE	رقم المعاملة	MB260294607AE

It is on **Wednesday** corresponding to **07/02/2024** in UAE اليوم في يوم الأربعاء الموافق 07/02/2024 من كل من

1. Establishment Name	BLACK TOUCH ABAYA & SHEILA - BRANCH	1. اسم المنشأة	المنصة السوداء للعملة والشيلة - فرع
Establishment No	1179738	رقم المنشأة	1179738
Represented by	SHABAN SHARUDDIN MANIPURAMANUPURA SHABAN BEARY	ممثلها	شعبان شرف الدين مانيبورا مانوبورا شعبان بيري
Passport No	3000000000000000000	الهوية	XXXXXXXXXXXXXXXXXXXX
Nationality	INDIA	الجنسية	الهند
Edo	OWNER	الولاية	أبوظبي
Emirate	Abu Dhabi	المنطقة	أبوظبي
Telephone Number	0508700251	رقم الهاتف	0508700251
E-Mail	AGGMAIL.COM	البريد الإلكتروني	AGGMAIL.COM

ويعتبر كل ما ذكر في هذا العقد بالتصرف الأول، أو صاحب العقد في عقد العمل.

Herein after referred to as the First Party / Employer in this Employment Contract.

2. Name	TAZEEN AKHTER MD KHALID AKHTER	2. الاسم	تازين اختر محمد خالد اختر
Nationality	INDIA	الجنسية	الهند
Date of Birth	08/11/1997	التاريخ المولد	08/11/1997
Passport Number	Y8902736	رقم الهوية	Y8902736
Telephone Number	971524626796	الهاتف	971524626796
Academic Qualification	Secondary	المؤهل العلمي	الثانوي

ويعتبر كل ما ذكر في هذا العقد بالتصرف الثاني، أو العامل في عقد العمل. ويشترط أن ما ذكر في هذين البندين (الأول والثاني) بالتصرف أو الطرفين أو الطرفين في عقد العمل.

Herein after referred to as the Second Party / Employee in this Employment Contract. First And Second Party are referred to collectively as the Parties/ Both Parties in this Employment Contract.

**Article (1) (Working days and hours)** المدة الأولى (أيام وساعات العمل)

Based on the mutual agreement and acceptance of job Offer No ST243876826AE dated 07/02/2024 Whereas the First Party expressed his/her desire to contract with the Second Party in the vacant position shown below, accordingly this offer is presented, which includes the following:

بناء على موافقة الطرفين على عرض العمل رقم ST243876826AE بتاريخ 07/02/2024 أمسى الطرف الأول وافقته في التعاقد مع الطرف الثاني للتشغيلة في الوظيفة الموضحة أدناه، متضمناً الآتي:

1. The Second Party shall work for the First party in the designation/ profession of Sales Officer in the UAE Abu Dhabi Ordinary working hours 8 Hours.
2. The Second Party will undergo a probation period of 6 months.
3. The First Party shall grant the Second Party a paid annual leave of 30 days.
4. The Second Party is entitled to get a weekly rest of 1 day with full payment for the following days Sunday.

1. يعمل الطرف الثاني لدى الطرف الأول تحت التصريح لمدة 6 أشهر.

2. يمنح الطرف الثاني إجازة سنوية لمدة 30 يوم مدفوعة الأجر.

3. يمنح الطرف الثاني إجازة أسبوعية لمدة 1 يوم مدفوعة الأجر وذلك عن الأيام التالية الأحد.

4. يمنح الطرف الثاني إجازة أسبوعية لمدة 1 يوم مدفوعة الأجر وذلك عن الأيام التالية الأحد.

**Article (2) (Contract Details)** المدة الثانية (تفاصيل التعاقد)

1. The term of this contract shall be 2 Years starting from 07/02/2024 and ending on 07/02/2026. Should either Party solely wish to terminate the Employment Contract during the term thereof, the terminating Party shall notify the other party of such desire 1 month as a prior notice before the determined date of termination. Such period shall be similar for both parties.

1. تكون مدة هذا العقد 2 سنوات تبدأ من 07/02/2024 وتنتهي في 07/02/2026 وفي حال رغبة أحد الطرفين إنهاء هذا العقد أثناء سيره، فإنه يلزم بتسليم أحدهما للأخر إشعاراً مسبقاً بمدة 1 شهر قبل التاريخ المحدد للإلغاء، ويكون هذه المدة متشابهة للطرفين.

2. The Parties to the contract may renew the same once or more times for similar or shorter period/ periods, in the event of renewal of the contract the new period/ periods are deemed to be an extension of the original period and shall be added in calculation of the employee's total period of service.

2. يجوز للطرفين تجديد العقد، أو تجديد هذا العقد عدة أحيى مماثلة أو مدة أقل مرة واحدة أو أكثر وفي حالة التمديد للعقد، تعتبر المدة أو المدة الجديدة امتداداً للفترة الأصلية وتضاف إليها في احتساب مدة الخدمة للموظف.

3. If both parties continue to apply the contract after the lapse of its original term or completion of work agreed to, without an express agreement, it should be understood that the original contract has been extended under the same conditions except for condition regarding its duration.

3. إذا استمر الطرفان في تنفيذ العقد بعد انقضاء مدته الأصلية أو إتمام العمل المتفق عليه دون إتفاق صريح على تجديد العقد الأصلي بمصداً، فسيُفهم بالتصرف وأياً البراءة فيه.

Page 1 of 2 صفحة 1 من 2



Contract preview  
معاينة العقد

UNITED ARAB EMIRATES  
MINISTRY OF HUMAN RESOURCES  
& EMIRATISATION



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

Transaction Number	MB260294607AE	MB260294607AE	رقم المعاملة
<b>Article (3) (Salary Detail)</b>	<b>المبدأ الثالث ( تفاصيل الأجر )</b>		
Parties herein agree that the Second Party shall work for the First Party in return for a Monthly Wage salary of AED 600(Six hundred) Such salary includes: Basic Salary: 600 AED Total Salary: 600 AED	اتفق الطرفان على أن يعمل الطرف الثاني لدى الطرف الأول مقابل : أجر شهري مقداره 600 درهم إماراتي ويشمل: الراتب الأساسي 600 AED الراتب الإجمالي: 600 درهم إماراتي		
<b>Article (4) (Additional Terms)</b>	<b>المبدأ الرابع ( الشروط الإضافية )</b>		
Any condition that violates the provisions of Decree-Law No. 33 of 2021 concerning the regulation of labour relations and the executive regulations and the relevant decisions in force in respect thereof shall be null and void.	بمع باسلاك شرط بهذلك أحكام المرسوم بقانون رقم 33 لسنة 2021 بشأن تنظيم علاقات العمل والاتحة التنفيذية والقرارات ذات العلاقة المعمول به في شأنه		
<b>Article (5)</b>	<b>المبدأ الخامس</b>		
The Parties are bound to abide by all the laws and regulations in the country, and to maintain public order and public decency, imposing any of the sanctions mentioned in the Federal Decree-Law on the Regulation of Labour Relations, or its Executive or Implementing Decrees, shall not hinder enforcing further sanctions mentioned in other laws in case of violating such laws.	ياتم الطرفان بالامتثال لكافة النظم والقوانين السارية في الدولة، والالتزام بالحيطة على النظام العام والآداب العامة، ولا يحل توقيع العقوبات الواردة بالمرسوم بقانون بشأن تنظيم علاقات العمل أو لاتحته التنفيذية أو القرارات الوزارية المنظمة من توقيع أي عقوبات واردة في قوانين أخرى سارية في الدولة حال مخالفتها.		
<b>Article (6) (Declarations)</b>	<b>المبدأ السادس ( الإقرارات )</b>		
1. The parties herein acknowledged that they had thoroughly reviewed and agreed to the articles stipulated herein 2. The provisions of Federal Decree-Law No. 33 of 2021 concerning the regulation of Labour Relations And its Executive Regulations and decisions implemented shall apply.	1. أقر الطرفان بايضا اطلعا و مع الفقا على بنود عقد العمل وباعتباره جزء لا يتجزأ من عرض العمل وحوجز هنا العقد من مستحقين، بعد أن تم توقيعا من الطرفين 2. تطبق أحكام المرسوم بقانون رقم 33 لسنة 2021 بشأن تنظيم علاقات العمل ولائحته التنفيذية والقرارات المنظمة له في ذلك ما لم يرد فيه نكس في هذا العقد.		

Document Signed Electronically			
المستند موقّع إلكترونيًا			
Ministry approval	Second Party's Signature	توقيع الطرف الثاني	First Party's Signature
اعتماد الوزارة	EZZEEN AKHTEH MED KHALED AKHTEH	عزيزة أكرم محمد خالد أختار	SHARAN SHARFUDDIN MANAPURA MANAPURA SHARAN BEARY

# Nuzhat Imtiyaz Ansari

Program graduated from	Job Role	Date of Employment	Name of the employer and contact details	Pay Package at appointment (per annum)
B.Sc	Work Assistant/A	07/02/2024	Bhabha Atomic Research Centre, Central Complex, Trombay, Mumbai-400085	

STAFF SELECTION COMMISSION (WR) MULTI TASKING (NON-TECHNICAL) STAFF EXAMINATION 2022 LIST OF CANDIDATE(S) NOMINATED FOR THE POST OF MULTI TASKING (NON-TECHNICAL) STAFF IN THE AGE GROUP 18 - 25 Years in the State MAHARASHTRA														
USER DEPT: ATOMIC ENERGY														
SL No	ROLL NUMBER	REG ID	NAME	FATHER NAME	MOTHER NAME	DOB	GENDER	CAT1	CAT2	CAT3	CATSEL	RANK	STATE ALLOCATED	REMARKS
1	30100338305000096794		VIRAJ SHIVSHARAN SINGH	SHIVSHARAN SINGH	KAMLA SINGH	13/01/1998	Male	UR			UR	SL1 1315	MAHARASHTRA	
2	22012898050002595609		PANDAV CHAITANY SUBHASH	SUBHASH DAULATRAO PANDAV	SHOBHA SUBHASH PANDAV	30/08/1999	Male	OBC			UR	SL1 2251	MAHARASHTRA	
3	72050433500000595386		UKEY PRATHMESH BHAURAO	BHAURAO UKEY	GITA UKEY	08/08/1995	Male	OBC			OBC	SL1 2839	MAHARASHTRA	
4	22010129020004733680		RAJU KUMAR PASI	RADHE PASI	GITA DEVI	20/06/2003	Male	SC	VH		UR	SL1 3036	MAHARASHTRA	
5	720300370900004898202		TRUSHALI PRASHAKAR DANGE	PRASHAKAR	MAYA	25/09/1999	Female	UR			UR	SL1 3515	MAHARASHTRA	
5	721400841075001572105		CHAVAN GAURAV RAVINDRA	CHAVAN RAVINDRA SUDAM	CHAVAN LATABAI RAVINDRA	30/06/1998	Male	EWS			UR	SL1 3893	MAHARASHTRA	
7	720401117750004821159		SONI MAYANK SANTOSH KUMAR	SANTOSH KUMAR	PINKY	14/10/1999	Male	UR			UR	SL1 4276	MAHARASHTRA	
8	720700834150002417371		FRANSHU CHAUDHARY	KRISHNANAND RAM	ANITA CHAUDHARY	12/02/2001	Male	UR			UR	SL1 4378	MAHARASHTRA	
9	420700760920004148905		ASHISH KUMAR	SOHAN SAH	SONA DEVI	20/10/2001	Male	OBC			UR	SL1 4498	MAHARASHTRA	
10	32060320092000203370		ASHISH RAJ	KAMESHWAR KUMAR	KALAWATI DEVI	03/08/1999	Male	OBC			UR	SL1 4614	MAHARASHTRA	
11	240600031720001027200		HEMRAJ SOLANKI	PREMCHAND SOLANKI	SHAKUNTALA DEVI	04/12/2001	Male	OBC			UR	SL1 4782	MAHARASHTRA	
12	300914021193000670597		ADITYA VISHWAKARMA	RAJ KUMAR VISHWAKARMA	NEETA VISHWAKARMA	25/08/1998	Male	OBC			UR	SL1 4886	MAHARASHTRA	
13	32063682062000104447		ROSHAN RAJ	VJAY KUMAR	SABITA KUMARI	18/01/1995	Male	OBC		OBC	UR	SL1 4921	MAHARASHTRA	
14	320507747920002581216		RAVINDRA KUMAR	RAM NARESH PRASAD	REKHA DEVI	15/10/2001	Male	OBC			UR	SL1 4956	MAHARASHTRA	
15	320619372992000362914		LALAN KUMAR	MAHENDRA PRASAD MANDAL	SAMVA DEVI	10/07/2000	Male	OBC			UR	SL1 4995	MAHARASHTRA	
16	441702515240002153938		RISHAV KUMAR SINGH	SANTOSH KR SINGH	RINKU SINGH	07/01/2000	Male	UR			UR	SL1 5052	MAHARASHTRA	
17	720503643050001373438		BOKADE JOGENDRA GANESH	GANESH BOKADE	GEETA	20/03/2001	Male	UR			UR	SL1 5075	MAHARASHTRA	
18	44210100540002843394		MIR HABIB	MIR HAYDAR ALI	AUJJA BIBI	07/09/2000	Male	UR			UR	SL1 5127	MAHARASHTRA	
19	22013298292000475479		ANKESH KUMAR	BHARAT BHUSHAN	ANITA DEVI	05/09/1998	Male	OBC			UR	SL1 5137	MAHARASHTRA	
20	301901683750002282678		RISHABH DIXIT	PARASHU RAM DIXIT	SHASHI KANTA DIXIT	11/03/2001	Male	UR			UR	SL1 5153	MAHARASHTRA	
21	720401597750001339174		MAURYA MAMTA TEJBHAN	TEJBHAN	PRAMILA	18/05/2000	Female	OBC			UR	SL1 5164	MAHARASHTRA	
22	220139197295000680749		ABHINAV KUMAR	VINOD KUMAR	ARTI	18/09/1998	Male	UR			UR	SL1 5200	MAHARASHTRA	
23	320700248820000067203		DHANJEE SINGH	BIJLI SINGH	STURANI DEVI	10/06/1995	Male	OBC		OBC	UR	SL1 5215	MAHARASHTRA	
24	32062012649200090609		MD SAJID ISLAM	SAHID ANSARI	GULSHAN PARVEEN	14/05/2001	Male	OBC			UR	SL1 5250	MAHARASHTRA	
25	441018448340000528425		TAMOGHNA DEY	TAPAN KUMAR DEY	SIPRA DEY	02/04/2000	Male	UR			UR	SL1 5268	MAHARASHTRA	
26	300918323883000054506		RAVIKESH YADAV	RAM SHABAD YADAV	KAMALAWATI DEVI	10/10/2000	Male	OBC			UR	SL1 5301	MAHARASHTRA	
27	22013668793000511809		JITENDRA CHATURVEDI	GANGA PRASAD CHATURVEDI	KALPNA CHATURVEDI	23/04/2000	Male	UR			UR	SL1 5311	MAHARASHTRA	
28	32060424920002940650		DILIP KUMAR	ASHARFI MAHTO	JMA DEVI	31/12/2002	Male	OBC			UR	SL1 5323	MAHARASHTRA	
29	301901494230002079805		JATIN MISHRA	VJAY SHANKER MISHRA	SANTOSH MISHRA	30/11/2000	Male	UR			UR	SL1 5347	MAHARASHTRA	
30	220108923750004827421		PIYUSH PANDEY	DHRUV PANDEY	MANJU PANDEY	15/08/2000	Male	UR			UR	SL1 5356	MAHARASHTRA	
31	441011858294000452585		AMAN AHMAD	EKRAMUDDIN AHMAD	NAZNEE KHATOON	08/04/1998	Male	UR			UR	SL1 5380	MAHARASHTRA	
32	301315729974000909769		SHASHI SAURABH KUMAR	MANOJ KUMAR SINHA	SANGEETA SINHA	13/01/2000	Male	UR			UR	SL1 5395	MAHARASHTRA	
33	820200561195000458601		MANOJ DEWANGAN	JAGDISH	TUJAN	04/05/1998	Male	OBC			UR	SL1 5424	MAHARASHTRA	
34	441010195474001833119		ANKIT KUMAR SINGH	PRADIP KUMAR SINGH	SUNITA SINGH	01/06/1998	Male	UR			UR	SL1 5472	MAHARASHTRA	
35	460200185040001428290		MAHESH KUMAR PANDA	NILAMANI PANDA	INDIRA PANDA	21/06/1999	Male	UR			UR	SL1 5494	MAHARASHTRA	
36	420506738784000017913		LAXMAN KUMAR SHARMA	DIGMBAR PRASAD SHARMA	ASTMA DEVI	17/12/1998	Male	OBC			UR	SL1 5504	MAHARASHTRA	

349720401467495000672076	BHUSHAM SHARAD PARKAR	SHARAD VAMAN PARKAR	YOJANA SHARAD PARKAR	07/11/1998	Male	OBC		OBC	SLI 7764	MAHARASHTRA
350320102277572001445737	SOURAV KUMAR	SIYARAM SINGH	SUNITA DEVI	06/03/1997	Male	OBC		OBC	SLI 7768	MAHARASHTRA
351441014699140001056074	LIZA BISWAS	GOPAL CHANDRA BISWAS	MAYARANI BISWAS	24/04/1998	Female	OBC		OBC	SLI 7773	MAHARASHTRA
352220128666530002925259	SAKUN SAINI	CHARAN SINGH	GEETA	22/12/2001	Male	OBC	VH	OBC	SLI 7776	MAHARASHTRA
353320610205820001804742	RISHIKA KUMARI	NAND KISHOR PRASAD	SIMA DEVI	29/05/2002	Female	OBC		OBC	SLI 7781	MAHARASHTRA
354300906069030002151501	NEHA CHAUHAN	VEERPAL SINGH	VINEETA DEVI	06/07/2002	Female	EWS		EWS	SLI 7783	MAHARASHTRA
355301300679183000346420	FRANJUL SHARMA	RAMKUMAR SHARMA	RITA DEVI	13/07/1999	Male	OBC		OBC	SLI 7794	MAHARASHTRA
356301000824893000481171	ARJUN YADAV	SHOBHA RAM YADAV	MUNNI DEVI	20/08/2000	Male	OBC		OBC	SLI 7795	MAHARASHTRA
357300900559730001149500	NIRANJAN SINGH YADAV	NIRBHAY SINGH	VIMLA DEVI	10/07/2001	Male	OBC		OBC	SLI 7796	MAHARASHTRA
358320601451992000086550	ANUP KUMAR KESHRI	GUPTESWAR PRASAD KESHRI	LAL MUNI DEVI	10/02/1999	Male	OBC		OBC	SLI 7797	MAHARASHTRA
359301000655493000345617	RAHUL YADAV	BABULAL YADAV	CHANDRA YADAV	18/09/1998	Male	OBC		OBC	SLI 7799	MAHARASHTRA
360300100451473001493249	SAIFROJ KHAN	SATTAR KHAN	PARVEEN	12/10/1999	Male	OBC		OBC	SLI 7802	MAHARASHTRA
361320601044272000520370	ANKIT KUMAR	SURESH PANDIT	NILAM DEVI	07/12/1997	Male	OBC		OBC	SLI 7803	MAHARASHTRA
362300900727293000055330	VIMAL KUMAR	RAMVISHAL	RAINA DEVI	01/01/2000	Male	OBC		OBC	SLI 7805	MAHARASHTRA
363220101430640002388251	ABHISHEK KUMAR	MAHESH KUMAR MEHTA	AMRITA BHARTI	11/08/2002	Male	OBC		OBC	SLI 7806	MAHARASHTRA
364320600850492000394121	KVINASH KUMAR	JITENDRA KUMAR SINGH	BALMATI DEVI	10/09/1998	Male	OBC		OBC	SLI 7810	MAHARASHTRA
365420100030594000035400	SANTI CHAR MODAK	DULAL MODAK	REETA DEVI	25/03/1998	Male	OBC		OBC	SLI 7815	MAHARASHTRA
366240500445220001399490	LOKESH SINGH	CHHITARMAL GURJAR	KAJODI DEVI	04/03/1997	Male	OBC		OBC	SLI 7816	MAHARASHTRA
367600500146795000434500	ARUN YADAV	CHHATTAR SINGH YADAV	OMVATI YADAV	01/07/1998	Male	OBC		OBC	SLI 7817	MAHARASHTRA
368220138253275001550047	MOHIT RAI	AJAY KUMAR RAI	PARMLA DEVI	24/07/1998	Male	EWS		EWS	SLI 7823	MAHARASHTRA
369301902542430000265757	DEEPAK KUMAR YADAV	PRAMOD KUMAR YADAV	SUMAN YADAV	12/07/1998	Male	OBC		OBC	SLI 7824	MAHARASHTRA
370320637199482000026188	NISHANT CHOURASIYA	AKSHAYABAR CHOURASIYA	MINA DEVI	12/02/1998	Male	OBC		OBC	SLI 7825	MAHARASHTRA
371441021349640000503998	JIMAR ALI ANSARI	ALI MOHAMMAD	REHANA KHATOON	22/12/2000	Male	OBC		OBC	SLI 7826	MAHARASHTRA
372301022549030004103309	SURAJ KUMAR	RAJENDRA GUPTA	RAJRANI	15/06/2002	Male	OBC		OBC	SLI 7828	MAHARASHTRA
373600702900195000087059	MOH AMIN	MOH SAFI	KAMAR JAHAN	26/05/1999	Male	OBC		OBC	SLI 7835	MAHARASHTRA
374320637283192000463979	FRANJEET KUMAR	SHYAM SUNDER PRASAD	NIBHA DEVI	08/03/1998	Male	OBC		OBC	SLI 7836	MAHARASHTRA
375140204954193000113688	DEEPAK KUMAR	KARANPAL SINGH	SUMANTRA DEVI	05/08/2000	Male	OBC		OBC	SLI 7837	MAHARASHTRA
376420514823384000070679	RAJESH KUMAR YADAV	MOHAN YADAV	BASMATI DEVI	12/02/1995	Male	OBC		OBC	SLI 7838	MAHARASHTRA
377441021198840004605089	MUZHAT IMTIAZ ANSARI	MO IMTIAZ AHMED ANSARI	NASIM ARA	08/12/1999	Female	OBC		OBC	SLI 7842	MAHARASHTRA
378720102080250004857407	BELORKAR PRITAM GANESHARAO	GANESHARAO	MANDATAI	05/06/1998	Male	OBC		OBC	SLI 7843	MAHARASHTRA
379420100855092000050109	SUBODH KUMAR	BASUDEV PRASAD	SUNITA DEVI	20/01/1997	Male	OBC		OBC	SLI 7844	MAHARASHTRA
380301108814730002622797	KM RIYA RUHELA	SATKUMAR RUHELA	SANGEETA RUHELA	23/03/2001	Female	OBC		OBC	SLI 7849	MAHARASHTRA
381320626397472001431495	PRAKASH KUMAR	SURESH RAI	SINDHU DEVI	15/01/1995	Male	OBC		OBC	SLI 7850	MAHARASHTRA
382320626479520000439738	RANURADHA KUMARI	GANGA VISHNU MALAKAR	FRANITA DEVI	20/04/2001	Female	OBC		OBC	SLI 7852	MAHARASHTRA
383301316528030006129605	RAKESH KUMAR VERMA	VIJAY SHANKAR VERMA	RINKU DEVI	05/04/2004	Male	OBC		OBC	SLI 7855	MAHARASHTRA
384320304218620001565738	RITIK RAJ	KAMLESH YADAV	PARWATI DEVI	14/04/2002	Male	OBC		OBC	SLI 7858	MAHARASHTRA
385300916653993000474594	AMIT KUMAR YADAV	RADHE SHYAM YADAV	SARITA DEVI	15/04/2001	Male	OBC		OBC	SLI 7859	MAHARASHTRA
386301316484392000571564	RANJALI KUMARI	RAM NANDAN PRASAD	MANJU PRASAD	17/07/1998	Female	OBC		OBC	SLI 7865	MAHARASHTRA
387301100632893000637570	RAM NARESH	SATYAPAL SINGH	CHANDRAWATI DEVI	10/05/1995	Male	OBC		OBC	SLI 7868	MAHARASHTRA

सं. Ref: PD/2(3)/2024/R-II/ 196 I - 2292 दिनांक Date: 07.02.2024

प्रति To

विषय: कार्य सहायक/ए के पद के लिए आवेदन  
SUB: Application for the post of Work Assistant /A  
संदर्भ: विज्ञापन संख्या SSC\_MTS\_2022  
REF: Advt No. SSC\_MTS\_2022

कार्यकारी चयन आयोग की ओर से एम.टी.एस. 2022 के पद हेतु जारी विज्ञापन सं. SSC\_MTS\_2022 के संबंध में प्रस्तुत आपके आवेदन का संदर्भ है।

Reference is invited to your application against Advt No. SSC\_MTS\_2022 through Staff Selection Commission for the post of MTS\_2022.

2. इसके संबंध में, एतद्वारा यह सूचित किया जाता है कि आपका नाम भाभा परमाणु अनुसंधान केंद्र, ट्रम्बे, मुंबई-400 085, महाराष्ट्र में कार्य सहायक/ए के पद हेतु सूचीबद्ध किया गया है।

In this connection, it is hereby informed that your name has been shortlisted for the post of **Work Assistant/A** in Bhabha Atomic Research Centre, Trombay, Mumbai - 400 085, Maharashtra.

3. भर्ती की औपचारिकता की पूर्ण-अपेक्षित शर्त के रूप में, सर्वप्रथम आप इस केंद्र में कार्य सहायक/ए के पद को ग्रहण करने की स्वीकृति, इस पत्र के जारी होने के 07 दिनों के भीतर ई-मेल (niyukti2@barc.gov.in) या स्वयं डाक से सूचित करें।

As a pre-requisite condition of recruitment formality, you are required to firstly convey your willingness to join the post of **Work Assistant/A** in this Research Centre via e-mail (niyukti2@barc.gov.in) or speed post within **07 days** from the date of issue of this letter.

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4. पूर्व-सत्यापन की औपचारिकताओं के रूप में, स्वीकृति पत्र सहित निम्नलिखित दस्तावेजों (जो भी लागू हों) की प्रतियां संलग्न करें। अभ्यर्थियों से अनुरोध है कि वे अपने दस्तावेजों की प्रतियां संलग्न करते समय उनके विज्ञापन (एमटीएस\_2022) के साथ दस्तावेज सत्यापन के संबंध में **कार्यकारी चयन आयोग** द्वारा निर्धारित अनुदेशों का पालन करें।

As a part of pre-verification formalities, kindly attach copies of the following documents (as applicable to you) along with your willingness. Candidates are requested to adhere to the **instructions laid down by the Staff Selection Commission** regarding document verification along with their advertisement (MTS\_2022) while attaching copies of documents.

- जन्म प्रमाण पत्र /एसएससी प्रमाण पत्र जिसमें जन्म की तिथि इंगित हो। /Birth certificate / SSC certificate which indicates your date of birth
- एसएससी से शुरू होने वाली शैक्षणिक योग्यता सीविंग सर्टिफिकेट के साथ। यदि वर्तमान में कोई पाठ्यक्रम जारी है या किसी परीक्षा में भाग ले रहे हैं तो इनका विवरण भी संलग्न करें। Educational Qualification starting from SSC onwards along with leaving certificate, if pursuing any course or attending any examination presently details of the same may also be attached.
- अनुभव प्रमाणपत्र Experience certificate (यदि लागू हो) / If applicable
- वर्तमान नियोजक से अनापत्ति प्रमाणपत्र (यदि केंद्र/राज्य सरकार/सार्वजनिक निजी उपक्रम/अन्य सरकारी संगठनों में कार्य कर रहे हैं) / No Objection certificate from current employer (if working in Central/ State Government / PSU's/ other govt. organizations)
- जाति प्रमाणपत्र (अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग) विधिवत सत्यापित एवं हस्ताक्षरित प्रमाण पत्र। ध्यान दें कि जाति प्रमाणपत्र का प्रारूप केंद्र के सरकार प्रारूप में होना चाहिए। अन्य पिछड़ा वर्ग के मामले में क्रीमी लेयर के संबंध में मौजूदा दिशानिर्देशों का पालन किया जाना चाहिए।/Caste certificate (SC/ST/OBC (NCL)) duly attested & signed by the appropriate authority. Please note that the format of caste certificate should be in Central Government format. In case of OBC candidates extant guidelines regarding creamy layer to be followed.
- जाति प्रमाणपत्र संवीक्षा समिति द्वारा वैधता प्रमाणपत्र (केवल महाराष्ट्र राज्य के लिए) / Validity certificate from the Caste certificate Scrutiny Committee, (for the state of Maharashtra only)
- कार्यकारी चयन आयोग द्वारा अनुबद्ध अनुदेशों के अनुसार उपयुक्त चिकित्सा प्राधिकारी द्वारा जारी अशक्तता प्रमाणपत्र। / Disability certificate issued by appropriate Medical authority and as per instructions stipulated by the Staff Selection Commission.
- पूर्व-सेनिक अभ्यर्थियों को आवेदन प्राप्त करने की अंतिम तिथि से एक वर्ष की निर्धारित अवधि के भीतर पूर्व-सेनिक का दर्जा प्राप्त हो जाना चाहिए। पूर्व-सेनिकों को दिए गए आरक्षण के लाभों का लाभ उठाने के पश्चात निर्धारित आधार पर सरकार के तहत वर्ग सी और जी वर्गों पर विहित साइट में सफल से ही रोजगार पाने वाले पूर्व सेनिकों के मामलों को सीओपीटी द्वारा दिनांक 14/08/2014 को जारी का.शा. संख्या 36034/1/2014-Estt (Res) में निहित अनुदेशों के अनुसार निपटारा जाएगा। अभ्यर्थियों द्वारा प्रस्तुत किया जाने वाला बचनबंध/वीक्षण पत्र। Ex-serviceman candidates should acquire the status of Ex-serviceman within the stipulated period of one year from the closing date of receipt of applications. Cases

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of Ex-servicemen already securing employment in Civil side under Government in Group 'C & D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen will be dealt as per instruction contained in OM No. 30034/12014-Eest (Res) dated 14.08.2014 issued by DoPT. Undertaking/declaration to be submitted by the candidates.

(ix). आर्थिक रूप से कमज़ोर वर्ग (ईडब्ल्यूएस) अभ्यर्थी यह सुनिश्चित कर लें कि उनके पास वित्तीय वर्ष 2021-22 हेतु आय के आधार पर जारी वित्तीय वर्ष 2022-23 के लिए वैध आय एवं संपत्ति प्रमाण हो। / Economically Weaker Section (EWS) candidates may ensure that he/she possess Income & Asset Certificate valid for the financial year 2022-2023 issued on the basis of Income for the financial year 2021-2022.

5. इसके अतिरिक्त, आपको विधिवत भरे हुए सत्यापन प्रपत्रों (एएफ) के पांच सेट प्रस्तुत करने अनिवार्य है। प्रपत्रों का ऑनलाइन माध्यम से भरने के लिए, कृपया बीएआरसी की वेबसाइट [www.barcrecruit.gov.in](http://www.barcrecruit.gov.in) के होम पेज पर 'AF & SSC' पर क्लिक करें।

Additionally you are required to submit duly filled five sets of 'Attestation Forms (AF)' For filling up the forms through on-line mode, please visit BARC website [www.barcrecruit.gov.in](http://www.barcrecruit.gov.in). - Click on 'AF & SSC' from the Home page.

6. जानकारी प्रविष्ट करने से पूर्व, इन प्रपत्रों को भरने के संबंध में कृपया नीचे 'Read the Instruction' के अंतर्गत दिए गए अनुदेशों को ध्यानपूर्वक पढ़ लिया जाए। आपकी सुविधा और सहजबोध के लिए विधिवत भरे हुए प्रपत्रों का एक नमूदा भी अपलोड किया गया है।

Prior to entering the information, please read the instructions very carefully regarding filling up these forms under the head 'Read the Instruction'. For your convenience and easy understanding, 'a model/specimen form' duly filled is also uploaded.

7. 'Login' विकल्प पर क्लिक करें तथा आवेदन प्रपत्र में दिए गए आपके ई-मेल की User name तथा आपकी जानकारी को Password के स्थान पर प्रविष्ट करें (कृपया ध्यान दें : नाम, कर्मचारी चयन अधीन हेतु आवेदन प्रपत्र में प्रविष्ट किया गए अनुसार ही होना चाहिए) 'एएफ एवं एएसएसक्यू' प्रपत्रों को भरने के लिए 'AF and SSC' मेनू से 'Fill online form' का चयन करें। एएफ एवं एएसएसक्यू को ऑनलाइन भरने की सुविधा दिनांक 15.02.2024 से 15.03.2024 तक उपलब्ध रहेगी।

Click 'Login' option and enter your 'E-mail ID given in the application form as User name & your date of birth as Password' (please note: the name should be same which was provided while filling up the application form for Staff Selection Commission). From the 'AF and SSC' menu, select 'Fill online form' for filling up AF & SSC forms. Facility for online filling up of 'AF & SSC' will be made available from 15.02.2024 to 15.03.2024.

8. प्रपत्र भरने के उपरान्त, आपकी 'Account detail - 'My AF&SSC' से इन प्रपत्रों का प्रिंट लेना होगा। आपको विधिवत भरे हुए सत्यापन प्रपत्रों के पांच सेट एवं सहमति प्रपत्र की एक प्रति प्रस्तुत करने की आवश्यकता होगी। साथ ही, इन प्रपत्रों में एक समान फोटो उपयुक्त स्थानों पर चिपकाई गई हो तथा प्रपत्र में दर्शाए गए प्राधिकारी से सत्यापित हो, संबंधित प्राधिकारी आपको एक वर्ष से अधिक समय से जानता हो (वही प्राधिकारी होना चाहिए जिसने पहचान प्रमाण पत्र जारी किया है)।

Post filling up of forms, you may take print out of these forms from 'Account detail - 'My AF&SSC'. You need to submit five sets of Attestation forms and a consent form duly completed in all respects ensuring that your same photographs are pasted on all these forms at the appropriate places attested by the authorities mentioned in the form about the authority concerned should have known you for more than one year (same authority who has given the identity certificate).

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9. इसके अतिरिक्त, आपको आपके पंजीकृत ई-मेल आईडी पर प्रेषित E-AF & E-SSC प्रपत्र को भी ऑनलाइन भरने की आवश्यकता होगी। विधिवत भरे हुए प्रपत्र की सॉफ्ट प्रति हमारे ई-मेल [nyuk12@barc.gov.in](mailto:nyuk12@barc.gov.in) पर अधिस्त की जाए तथा उक्त प्रति एक कगज़ी प्रति (प्रिंट प्रत) दिनांक 05.04.2024 तक या इससे पूर्व स्वयं डाक के माध्यम से प्रेषित की जाए।

In addition, you are also required to fill the online E-AF & E-SSC form sent to your registered e-mail ID. A soft copy of the duly filled form to be forwarded to our e-mail [nyuk12@barc.gov.in](mailto:nyuk12@barc.gov.in) and a hard copy (print copy) of the same may be sent on or before 05.04.2024 through Speed post.

10. कृपया ध्यान दें कि उक्त पद के लिए आपका चयन भर्ती प्रक्रिया की एक औपचारिकता है, जहां नियुक्ति की कोई गारंटी नहीं है। इसके अतिरिक्त, उक्त पद के लिए आपकी नियुक्ति संबंधित दस्तावेजों एवं समय-समय पर जारी सरकारी आदेशों के अधीन होगी।

Please note that your selection to the said post is purely one of the formalities of recruitment process and hence the appointment is not guaranteed. Further, your appointment to the said post is subject to verification of relevant documents and other Government orders from time to time.

भर्ती संबंधी अगले चर्चे औपचारिकताएं इस केंद्र द्वारा आपकी ओर से अभिप्रेष्ट तथा उपरोक्त पैरा 4 में दर्शाए दस्तावेजों की प्राप्ति के बाद प्रारंभ की जाएगी।

Further recruitment formalities will be initiated by this Centre subject to confirmation and receipt of documents mentioned at Para no. 4 above from your end.

(धीरज कुमार भावसार / Dhiraj Kumar Bhawsar)  
सहायक कार्मिक अधिकारी / Assistant Personnel Officer

**ध्यान दें NOTE:**

- आपसे अनुरोध किया जाता है कि प्रपत्र भरने से पूर्व एएफ एवं एएसएसक्यू प्रपत्रों के पूरा संस्मा 1 पर दिए गए अनुदेशों और चेतावनी को ध्यानपूर्वक पढ़ लिया जाए। आपसे अनुरोध किया जाता है कि प्रपत्र भरने के उपरान्त, निर्मित सत्यापन क्रमांक निर्मित होने पर उक्त क्रमांक को ई-मेल के माध्यम से [nyuk12@barc.gov.in](mailto:nyuk12@barc.gov.in) पर इस कार्यालय को प्रेषित किया जाए जिससे आपके द्वारा भरे गए प्रपत्र की जांच की जा सके। यदि कोई सुधार किए जाने की आवश्यकता होगी तो सदनुसार, आपको सूचित किया जाएगा। सुधार करने के बाद आपसे अनुरोध है कि यथानिर्देश अनुसार प्रपत्रों का प्रिंट लिया जाए तथा इस कार्यालय को यथाशीघ्र प्रेषित किया जाए। You are requested to read the instructions and warning given at Page No. 1 in AF & SSC forms carefully before filling the forms. After filling the forms, once the Attestation Number is generated you are requested to send the Number via e-mail [nyuk12@barc.gov.in](mailto:nyuk12@barc.gov.in) to this office so that the filled in forms can be checked. If any corrections are required to be made, you may be informed accordingly. After carrying out the corrections you are requested to take the print out of the forms as instructed and sent it to this office at the earliest.

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