



**No. 27/2, 33rd Cross, 2nd Main Rd, 7th Block,
Jayanagar, Bengaluru – 560070**




Supporting Documents

5.2.1- Percentage of placement of outgoing students and students progressing to higher education during the last five years

1. Placed students list
2. List of students enrolled for higher education.
3. Compensation details

2022-23	Mr BHAESH	B.COM	2022-23	Q SPIDERS (www.qspiders.com)	3 L P A
	Mr. RAHUL NARAYAN	B.COM	2022-23	Q SPIDERS (www.qspiders.com)	3 L P A
	Ms. RAMYA C	B.COM	2022-23	Q SPIDERS (www.qspiders.com)	3 L P A
	MR.UMESH RAJ	B.COM	2022-23	Q SPIDERS (www.qspiders.com)	3 L P A
	MR. MOHAMMED TO	B.COM	2022-23	Q SPIDERS (www.qspiders.com)	3 L P A
	MOHAMMED AASIM	B.COM	2022-23	Q SPIDERS (www.qspiders.com)	3 L P A
	POOJA KURAL CHET	B.COM	2022-23	Q SPIDERS (www.qspiders.com)	3 L P A
	VANISHREE	MBA	2022-23	SCHNEIDER ELECTRIC	NOT MENTIONED
	ROHITH PRASAD	B.COM	2022-23	STRATADIGM	3.25 - 3.5 LPA
	SUNIL C. R	B.COM	2022-23	STRATADIGM	3.25 - 3.5 LPA
	PAVITHRA.B	MBA	2022-23	STRATADIGM	3.25 - 3.5 LPA
	SHALINI M.	MBA	2022-23	STRATADIGM	3.25 - 3.5 LPA
	BHOOMIKA K.	MBA	2022-23	STRATADIGM	3.25 - 3.5 LPA
	SHARANYA	MBA	2022-23	STRATADIGM	3.25 - 3.5 LPA
	VARUNKUMAR	MBA	2022-23	SKILLDUNIYA	3.5 L P A
	KARTHIK T A.	MBA	2022-23	SKILLDUNIYA	3.5 L P A
	PAIKSHITH B L	MBA	2022-23	COMPUTER SHARE	3.75 L P A
	PRADEEP N.	MBA	2022-23	GRIZMO	3.75 L P A
	ROHITH R	MBA	2022-23	GRIZMO	3.75 L P A
	PUNITH KUMAR R	MBA	2022-23	KOTAK LIFE	3.50 L P A
	PRASANTH G	MBA	2022-23	SBI LIFE INSURANCE	3 L P A
	AISHWARYA N	MBA	2022-23	SBI LIFE INSURANCE	3 L P A
	SUMIYA BANU	BBA	2022-23	SBI LIFE INSURANCE	3 L P A
	MANSOOR	MBA	2022-23	I B M	2.72 L P A
	NIKITHA B R	MBA	2022-23	I B M	2.72 L P A
	ASHWINI M	MBA	2022-23	I B M	2.72 L P A
	RAVIRAJ S M	MBA	2022-23	I B M	2.72 L P A
	VANDANA U	MBA	2022-23	SBI LIFE INSURANCE	3 LPA
	TRISHA	BBA	2022-23	SBI LIFE INSURANCE	2.50 P A
	SYED UMME HANNI	MBA	2022-23	SBI LIFE INSURANCE	3 L P A
	NISARGA J	MBA	2022-23	SBI LIFE INSURANCE	3 L P A
	NIKITHA N.	MBA	2022-23	SBI LIFE INSURANCE	3 L P A
	SUNIL KUMAR S	MBA	2022-23	FUTURE GENERAL	3.50 L P A
	ANNAPOORNA	MBA	2022-23	TATA	3 L P A
	SHIV KUMAR	MBA	2022-23	FUTURE GENERAL	3.50 L P A
	SHIVANANDA REDDY	MBA	2022-23	KOTAK LIFE	3.50 L P A
	ABHISHEK N	MBA	2022-23	KOTAK LIFE	3.50 L P A
	JAYANTH A	MBA	2022-23	TATA	3 L P A
	HARISH REDDY S	MBA	2022-23	TATA	3 L P A
	YASWANATH	MBA	2022-23	KOTAK LIFE	3.50 L P A
	MOHAMMED ARBAZ	MBA	2022-23	KOTAK LIFE	3.50 L P A
	MADHUSREE T S	MBA	2022-23	KOTAK LIFE	3.50 L P A
	PUNITH KUMAR R	MBA	2022-23	KOTAK LIFE	3.50 L P A
	PRITESH	BCA	2022-23	WIPRO	3 L P A
	ALIA MOHAMMED	BCA	2022-23	WIPRO	3 L P A
	SINCHANA M	BCOM	2022-23	LAURUS	3.50 L P A
	NIVEDHITHA R CHA	BCOM	2022-23	NS MARKETING SPA	5 L P A
	SHREYAS R	BCA	2022-23	ACCENTURE	3.80-4.50
	MANGAL PARIHAR	BCA	2022-23	ACCENTURE	3.80-4.50
	AISHWARYA M	BCA	2022-23	TEST YANTRA	5 L P A
	ANKITHA MURTHY	MBA	2022-23	HP	4.80 LPA
	PREETHA S.	MBA	2022-23	RIGHT PITCH	3.25 L P A
	PRADEEP N	MBA	2022-23	CONNEQT	3 L P A
	SARASWATHY	MBA	2022-23	SENZ WIZ TECHNOLOGIES	1.56 L P
	USHA	MBA	2022-23	FFREEDOM	1.44 L P A
	LAILA B V	MBA	2022-23	HDB FINANCE SERVICES	2.87 L P A
	ANSHI KUMARI	BCOM	2022-23	GLAZE MEDIA	1.20 L P A
	MOHAMMED ISRAR S	MBA	2022-23	HDFC BANK	1.92 L P A
	ANITHA S R	MBA	2022-23	HDB FINANCE SERVICES	2.87 L P A
	TASMIYA AYESHA K	MBA	2022-23	MAXIMUS	2.87 L P A
	VARSHITHA L	MBA	2022-23	VISION TECH SOLUTIONS	96000 pa
	VEENA T V	MBA	2022-23	HDB FINANCE SERVICES	2.87 L P A
	Harini N Babu	MBA	2022-23	Self Employed (Beauty parlor)	3 L P A
	Surajit Debbarma	MBA	2022-23	Self Employed (Fast Food Hotel)	3.50 L P A
	Sudipta Pal	MBA	2022-23	Self Employed (Stationery)	2.87 L P A
	Meghana R	MBA	2022-23	Self Employed (Mehendi Artist)	3 L P A
	Santhos P	MBA	2022-23	Self Employed (Cloths Shop)	3.50 L P A
	Anitha SR	MBA	2022-23	Self Employed (Botique)	2.87 L P A
	KM Samrain Midhat	MBA	2022-23	Self Employed (Mehendi Artist)	3 L P A


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Rohan V Chandgadkar	MBA	2022-23	Self Employed (Hotel)	3.50 L P A
Mohamed Nasuralluah	MBA	2022-23	Self Employed (Electronics Installation Services)	2.87 L P A
Deepak Aiyappa MD	BCA	2022-23	Accrete Globus Technology	3.75 L P A
Akshatha MS	BCA	2022-23	Sky Technologies Pvt Ltd	3.50 L P A
Ameena N	BCA	2022-23	Aayra Design Studio	3 L P A
Amins Jahan Fathima	BCA	2022-23	SR Infotech	3 L P A
Bhaskar S	BCA	2022-23	ACCENTURE	3 L P A
Harsha R	BCA	2022-23	Teams Alliance	2.72 L P A
Hemanth K	BCA	2022-23	Biocon Limited	3.25LPA
Jayanth Yadunarayan S	BCA	2022-23	Self Employed (Fast Food Hotel)	3.75LPA
Kishore Kumar M	BCA	2022-23	Self Employed (Hotel)	3.5 LPA
Sharik Kaife	B Com	2022-23	ICICI Bank	4 LPA
Shanti Jyoti Chakma	B Com	2022-23	HDFC Ergo	3.75LPA
Sameeruddin Khan	B Com	2022-23	HDFC Bank	5LPA
Sagar M	B Com	2022-23	Kotak Mahindra Bank	2.5LPA
Sadaqathulla Baig	B Com	2022-23	D Mart	3.5LPA
Ranjan S	B Com	2022-23	Max Life Insurance	3.5 LPA
Rajesh S	B Com	2022-23	Liberty Mutual	4 LPA
Rajesh C	B Com	2022-23	Aditya Birla Sun Life Insurance	4 LPA
Priyadharshini V	B Com	2022-23	India First life	3.75 L P A
Pavitra R	B Com	2022-23	Toyota Tsusho Insurance Broker India	3.50 L P A
Aman khan	BCA	2022-23	Teams Alliance	2.72 L P A
Appurvan S	BCA	2022-23	Teams Alliance	2.72 L P A
Poojitha V	BCA	2022-23	Teams Alliance	2.72 L P A
Santhosh K	BCA	2022-23	Teams Alliance	2.72 L P A
Mohd akbar Khan	BBA	2022-23	Exalter Propitious Business Solutions Pvt Ltd.	3.5LPA
Ajay Ajith	MBA	2022-23	Paytm Services Pvt Ltd.,	3 L P A
Ajaba calvin ayebele	BCA	2022-23	zenus Group	3.25 L P A
Aishwrya M	BCA	2022-23	zenus Group	3.25 L P A
Akash sharama	BCA	2022-23	Intellipaate software solution Pvt Ltd.,	2 LPA
Aliya Banu	BBA	2022-23	Byju's	2.75LPA
Ajith D	BCA	2022-23	Duru cooperation	3.81 LPA


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SPA

TO,

Date:30-Nov-2022

Nivedita Raghavendra Chaurasiya

APPOINTMENT LETTER

Dear,

Nivedita Raghavendra Chaurasiya

We have reviewed your application and would like to offer you a position as a Content Writer. We hope you will accept this offer and join our team.

Your duties will be to create compelling content for our website, blog, social media, and other marketing channels. In addition to writing the content, you will be responsible for editing and proofreading that content before publication.

Career advancement opportunities and much more. Please let us know if this is something that interests you so we can get started on processing

Thanking You,

+91 6362254244

marketingspa 2022@gmail.com

Ajay Kumar
Ajay kumar,

HR MANAGER,

[Signature]
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MARKETING SPA

Dear City College,

I am writing this letter on behalf of my employee, Nivedita, who is currently enrolled as a student in your esteemed institution. As the owner of the company where she is employed, I would like to bring to your attention that Nivedita is involved in some crucial upcoming projects which require her undivided attention and involvement.

Due to the nature of these projects, Nivedita may not be able to attend some of the classes in the upcoming weeks. I would like to request your understanding and support in this matter. As a responsible and committed student, Nivedita will ensure that she covers up for any missed classes and assignments as soon as possible.

We understand the importance of education and we value the learning opportunities provided by your institution. We also believe that Nivedita's involvement in these upcoming projects will not only benefit our company but also contribute to her personal and professional growth.

I would like to request your cooperation and support in ensuring that Nivedita's academic progress is not hampered due to her unavoidable absence from classes. We would be grateful if you could provide her with any necessary assistance or resources that can help her to stay on track with her studies.

Thank you for your understanding and support in this matter.

Sincerely,

GURUPRASAD S

MARKETING SPA



+91 6362254244



Marketingspa2020@gmail.com


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GURUPRASAD S



**CITY
COLLEGE**

PLACEMENT DRIVE

ACCENTURE



Date:
August 7, 2022



Timings:
9am-5pm



Venue
College Campus





IBC Knowledge park, Towers A&B, No:4/1 , Bannerghatta Main Road, Bengaluru-560048, Ph.No:080-42330100

7th Sep 2022

OFFER LETTER

Dear Shreyas R,

In response to your interview with us, we are pleased to offer you the position of 'Software Developer' in Accenture ("IT Company"). This offer is subject to the satisfactory background verification check that will be completed by the Company prior to your joining date.

- (i) Your cost to the company (CTC) shall be as per the below Schedule.
- (ii) The terms and conditions of your employment will be governed as per the employment agreement (Agreement) annexed as Annexure 1.
- (iii) You are required to carefully go through the terms and conditions of this offer letter and Annexure 1 as your employment in the Company shall be strictly governed by these documents.
- (iv) If you agree to the terms and conditions of employment, please sign a copy of this letter as a token of your acceptance and return the signed copy to the Company within 3 working days. Please sign on all pages. Upon signing, the terms and conditions of the employment agreement shall become binding on you.
- (v) The Company's obligations shall commence on the date of your joining which shall be on **03-Oct-2022**.
- (vi) This offer is valid till **03-Oct-2022** and if you fail to accept the terms of the offer, the Company shall have the right to withdraw the offer without giving you any further notice.
- (vii) You are requested to submit the following documents to us on the date of submitting the duly signed Agreement, which shall not be later than **03-Oct-2022**.
 - a) Photocopies of your educational qualifications
 - b) 2 passport size photographs of yourself
 - c) Offer Letter, Relieving letter from previous employer/s, if applicable
 - d) 3 months' Payslips of previous employer, if applicable
 - e) PF account details
 - f) Pan Copy
 - g) Passport Copy
 - h) Aadhar Card Copy
 - i) ID Proof & Address Proof


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SALARY COMPENSATION AND BENEFITS

An employee of Accenture is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Accenture. Employees are requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

STATUTORY BENEFITS

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity
4. ESI Medical benefit
5. Maternity benefit & Paternity benefit – As per Maternity act and maternity policy adopted by Test Yantra.

NON - STATUTORY BENEFITS

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their lifestyle requirements. The award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession



IBC Knowledge park, Towers A&B, No.4/1, Bannerghatta Main Road, Bengaluru-560048, Ph.No:080-42330100

7th Sep 2022

OFFER LETTER

Dear Mangal Parihar,

In response to your interview with us, we are pleased to offer you the position of 'Software Developer' in Accenture ("IT Company"). This offer is subject to the satisfactory background verification check that will be completed by the Company prior to your joining date.

- (i) Your cost to the company (CTC) shall be as per the below Schedule.
- (ii) The terms and conditions of your employment will be governed as per the employment agreement (Agreement) annexed as Annexure 1.
- (iii) You are required to carefully go through the terms and conditions of this offer letter and Annexure 1 as your employment in the Company shall be strictly governed by these documents.
- (iv) If you agree to the terms and conditions of employment, please sign a copy of this letter as a token of your acceptance and return the signed copy to the Company within 3 working days. Please sign on all pages. Upon signing, the terms and conditions of the employment agreement shall become binding on you.
- (v) The Company's obligations shall commence on the date of your joining which shall be on **03-Oct-2022**.
- (vi) This offer is valid till **03-Oct-2022** and if you fail to accept the terms of the offer, the Company shall have the right to withdraw the offer without giving you any further notice.
- (vii) You are requested to submit the following documents to us on the date of submitting the duly signed Agreement, which shall not be later than **03-Oct-2022**.
 - a) Photocopies of your educational qualifications
 - b) 2 passport size photographs of yourself
 - c) Offer Letter, Relieving letter from previous employer/s, if applicable
 - d) 3 months' Payslips of previous employer, if applicable
 - e) PF account details
 - f) Pan Copy
 - g) Passport Copy
 - h) Aadhar Card Copy
 - i) ID Proof & Address Proof


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SALARY COMPENSATION AND BENEFITS

An employee of Accenture is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Accenture. Employees are requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

STATUTORY BENEFITS

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity
4. ESI Medical benefit
5. Maternity benefit & Paternity benefit – As per Maternity act and maternity policy adopted by Test Yantra.

NON - STATUTORY BENEFITS

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their lifestyle requirements. The award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession

27th Sep 2022OFFER LETTER

Dear Aishwarya M,

In response to your interview with us, we are pleased to offer you the position of 'Software Engineer' in M/s Test Yantra Software Solutions (India) Pvt. Ltd. ("Company"). This offer is subject to the satisfactory background verification check that will be completed by the Company prior to your joining date.

- (i) Your cost to company (CTC) shall be as per the below Schedule.
- (ii) The terms and conditions of your employment will be governed as per the employment agreement (Agreement) annexed as Annexure 1.
- (iii) You are required to carefully go through the terms and conditions of this offer letter and Annexure 1 as your employment in the Company shall be strictly governed by these documents.
- (iv) If you agree to the terms and conditions of employment, please sign a copy of this letter as a token of your acceptance and return the signed copy to the Company within 3 working days. Please sign on all pages. Upon signing, the terms and conditions of the employment agreement shall become binding on you.
- (v) The Company's obligations shall commence on the date of your joining which shall be on **03-Oct-2022**.
- (vi) This offer is valid till **03-Oct-2022** and if you fail to accept the terms of the offer, the Company shall have the right to withdraw the offer without giving you any further notice.
- (vii) You are requested to submit the following documents to us on the date of submitting the duly signed Agreement, which shall not be later than **03-Oct-2022**.

a) Photocopies of your educational qualifications	e) PF account details
b) 2 passport size photographs of yourself	f) Income Tax deduction certificate of previous employer
c) Offer Letter, Relieving letter from previous employer/s, if applicable	g) Pan Copy
d) 3 months' Payslips of previous employer, if applicable	h) Passport Copy
	i) Aadhar Card Copy
	j) ID Proof & Address Proof
	k) Cancelled cheque leaf


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Annexure 1
EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT (the "Agreement") is made and executed on this 03-Oct-2022 at Bengaluru.

BY:

M/S TEST YANTRA SOFTWARE SOLUTIONS (INDIA) PVT. LTD., a company incorporated under the Companies Act, 1956, having its registered office at #88, Brigade Chambers, 3rd floor, Gandhi Bazaar Main Road, Basavanagudi, Bengaluru – 560004, represented by its Human Resource (hereinafter may be referred to as the "Company", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns) of the ONE PART;

AND:

Ms. Aishwarya M, D/O M Swamy, #37, 6th Cross, Near Ganesha Temple, Ramakrishna Nagar, J P Nagar, Bangalore, Karnataka - 560078 here in after referred to as the "Employee" or the "Second Party", of the OTHER PART The Company and the Employee shall hereinafter, wherever the context may so require, be individually referred to as 'Party' or collectively as 'Parties', as the case may be.

WHEREAS:

1. The Company is engaged in the business of providing software services (the "Business");
2. The Company was looking to hire an employee for the post of Software Engineer. The Employee had applied to the Company for the said post and made several representations regarding his/her qualification and abilities and produced certificates thereof. Based on an interview conducted by the Company and based on the representations made by the Employee, the Company has agreed to appoint the Employee for the said post, on the terms and conditions set forth herein below.

NOW THIS EMPLOYMENT AGREEMENT SHALL WITNESSETH AS FOLLOWS.

1. APPOINTMENT:

- 1.1 The Company hereby appoints the Employee 'Software Engineer'. The Employee hereby accepts the said appointment and agrees to work diligently and serve the Company in the said capacity or in such other posts/ designations as the Company may prescribe and/or promote from time to time. The Employee shall be responsible to perform duties more fully described in Schedule A hereto.
- 1.2 The Employee shall report on 03-Oct-2022. The obligations of the Company towards the Employee shall commence only on and after the date of joining. However, the Employee's obligations under the Agreement shall commence on the date of execution of the Agreement.


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2. EMOLUMENTS:

- 2.1 The Employee's total compensation (Cost to the Company) shall be as per the above-mentioned schedule, payable in periodic installments according to the Company's normal payroll practices, subject to standard deductions towards tax and other deductions as per Company policy.
- 2.2 Performance reviews shall be done on a yearly basis with the first performance review at the end of twelve months. Salary increments shall be done on a yearly basis based on the performance of the Employee in that year which shall include professional efficiency, integrity, discipline, punctuality, professional grooming, Employee's contribution towards profitability of the Company's income, etc. The Employee's increments are completely discretionary and will be subject to and on the basis of his effective performance and results during the period as also the performance and results of the Company. All or any such increment or bonus may be paid by the Company at the end of completion of every twelve months of employment.
- 2.3 All statutory requirements of tax, including tax deductible at source, professional tax, etc, will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to the Employee will be after such appropriate deductions.

3. TERM AND TERMINATION:

- 3.1 The parties agree that the Employee's employment with the Company shall commence on the date of joining and subject to clause 1.5 above, shall continue till such time that either party terminates the employment in accordance with the clauses below.
- 3.2 Either party may terminate this agreement by giving **Three (3) months** prior notice to the other party. The said notice period for termination of this Agreement by the Employee shall neither be adjustable against privileged leave nor forfeiture of salary of such Employee and the same shall be subject to the discretion of the Company. However, nothing in this Agreement shall prevent the Company from terminating the Employee's employment forthwith for proved breach of any duties and responsibilities/ gross default/ misconduct contravening the express or implied terms and conditions of this Agreement. Where this Agreement is terminated by the Company on account of the Employee's proved breach of any duties and responsibilities/ gross default/ misconduct, no prior notice and thereby no salary in lieu of such notice shall be necessary. Un-intimated absence of employee for 3 consecutive days then the employment shall be terminated without prior notice to the employee.
- 3.3 Further, it shall be at the sole discretion of the Company to suspend the requirement of the notice period as stipulated in clause 3.2 above. However, in such cases, the Company may direct the Employee to buy out the notice period by paying amount equivalent to the Salary+ GST(18%) payable during the notice period plus such other amounts as may be sought by the Company.
- 3.4 In the event of the Employee terminating the Agreement or otherwise leaving the services of the Company in any manner, the Company shall not be liable to pay any amounts towards

bonus, increment, etc. and the Company may recover any losses the Company has suffered on account termination by the Employee except in accordance with clause 3.2 above.

- 3.5 In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorizes the Company to deduct from them, all such amounts payable by him.

- 3.6 Summary dismissal: - The Company may dismiss the Employee immediately and without notice if, the employee:

- (a) Does not perform the duties assigned to him/her under this Agreement satisfactorily;
- (b) Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment;
- (c) Becomes unable, due to illness (whether physical or mental), to properly and effectively perform duties as provided hereunder for a period or periods totalling 20 working days in any consecutive period of 3 months;
- (d) Expressly or by implication repudiates this Agreement;
- (e) Acts in such a way (whether or not in the course of employment) as to bring the Company or its subsidiaries into disrepute;
- (f) Is convicted of any criminal offence, or under any law;
- (g) Is accused of any offence involving moral turpitude;

4. LEAVES:

The Employee will be entitled to avail holidays/ leaves as per the Company policies in force from time to time. Employee is requested to read the Leave policy adopted by the Company.

5. NON – DISCLOSURE OF CONFIDENTIAL INFORMATION & NON-COMPETE:

- 5.1 The Employee agrees that information concerning the working of the Company, including all the information concerning the Company's business transactions, financial arrangements, business partners, clientele, trade secrets, marketing strategies and any other information concerning the Company which is not in the public domain constitutes 'Confidential Information' belonging to the Company under this Agreement and he shall not, during the continuance of this Agreement or after the termination of this Agreement, reveal Confidential Information to any person, firm, corporation, or entity. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement during the subsistence of this Agreement, the Company shall be entitled to take disciplinary action against the Employee including dismissal of the Employee and the Company may file suit for damages. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement after termination of this Agreement, the Company shall be entitled to claim damages from the Employee. After Separation from the

Company, Employee cannot join our Competitors at least for a minimum period of 2 years from the date of exit of the employment.

Dual Employment: Employee during the employment at Test Yantra shall not engage himself in any other duties / work for any other companies. The Company shall terminate employment of employee, if employee enters into such an act and shall proceed with legal proceedings for committing dual employment.

5.2 Nothing contained in the previous/ above clause shall apply to:

- (a) Information that is in the public domain; and
- (b) Information which the Parties are under a legal obligation to disclose to a court of law or other statutory/regulatory authority;

5.3 The Employee also agrees to promptly and without necessity of any demand, return to the Company, any and all documents, records, or writings made or obtained by the Employee in the course of his/her employment with the Company, on expiry or termination of this Agreement for any reason whatsoever.

5.4 The Employee also agrees to sign on similar non- disclosure/ confidential agreement of any of the clients of the Company as and when required/ requested by the Company.

5.5 The Employee agrees and undertakes not to take up employment with the existing clients of the Company during the subsistence of the Agreement without prior written consent of the Company.

5.6 The Employee agrees and confirms that he/she will not accept any offer of employment from any customer, where he/she had worked during the course of employment with the Company for a continuous period of 6 months immediately preceding the termination of his/her employment in the Company.

5.7 The Employee agrees and undertakes not to either directly or indirectly solicit the employees, customers, clients of the Company post termination of the his/her employment in the Company.

6. SIMULTANEOUS EMPLOYMENT/ EDUCATION:

6.1 The Parties agree that during the term of this Agreement, the Employee shall not, under any circumstances, be permitted to work for any other company or firm or person, either whole time or part time, to own, or in any way be associated with any company or firm or proprietorship concern as advisor, director or partner, whether paid or not, for his services, without prior written permission from the Company.


6.2 The Employee may pursue further education with the prior written consent of the Company. However, any such further education shall not in any way affect the work/ business of the Company.

7. EMPLOYEE'S OBLIGATIONS:

- 7.1 The Employee agrees to carry out all the duties assigned by the Company with all due diligence and loyalty and keeping the Company's interest paramount.
- 7.2 The Employee agrees to not directly/ indirectly receive or accept for Employee's own benefit any commission, rebate, discount or profit from any person/ firm/ company having business transactions with the Company.
- 7.3 Employee agrees to supervise the work of Employee's subordinates and shall always ensure proper and effective implementation and compliance of all the rules and regulations of the Company.
- 7.4 The Employee shall not commit any illegal act/ breach of trust or bring any civil/ criminal or any such other liability on the Company. In any such event, the Employee alone will be liable for all such liabilities/ wrongs done.
- 7.5 During the term of this Agreement, the Employee agrees to be bound by the policies framed and enforced by the Company from time to time.

8. DOCUMENTS PROVIDED TO THE COMPANY:

- 8.1 The Employee for the purpose of the employment has provided the Company with the following documents and upload the Documents on the HR portal. This is mandatory, contact HR team for further information
- 8.2 The Parties agree that the Company has offered employment to the Employee on the basis of the above mentioned documents and information provided by the Employee and on the understanding that there is nothing in the Employee's past record which should have prevented in the Company from offering employment to the Employee under this Agreement. If any of the above documents/ information is found to be incorrect or false or in the opinion of the Company is incorrect/ false, or if the Employee has suppressed any material information, the Company shall have the option of terminating this Agreement forthwith without any prior notice or salary in lieu of such notice to the Employee.
- 8.3 This Agreement shall supersede any prior agreements/ understandings between the Company and the Employee. Any amendment/ alteration to this Agreement shall be in writing and shall be signed by both the parties.
- 8.4 If, for any reason, any provision of this Agreement is held invalid, all other provisions of this Agreement shall remain in full force and effect.


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

Schedule

Cost to Company details

SALARY BREAK UP (ANNEXURE A)		
NAME:	Aishwarya M	
DESIGNATION:	Software Engineer	
LOCATION:	Bangalore	
COMPANY/BUSINESS UNIT:	Test Yantra Software Solutions	
Basic and Other Allowances		
Cash Flow Head	Monthly	Yearly
Basic + DA	16255	195060
HRA	6502	78024
Statutory Bonus	1354	16248
Special Allowances	13949	167388
Total Gross	38060	456720
Deductions		
EPF Employee	1800	21600
Professional Tax	200	2400
Medical Insurance	200	2400
Total	2200	26400
Net Pay	35860	430320
Benefits		
EPF Employer	1800	21600
Gratuity	1432	17184
GPA Insurance	375	4500
Total	3607	43284
Total CTC	41667	500004

Note: Take home Salary is subject to Income Tax deduction as per Section 192B of Income tax act, 1961. You can avail tax reduction, by declaring your Investments to HR team at the time of Joining the Company.

[Signature]

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#88, Brigade Chambers, 3rd floor, Gandhi Bazaar Main Road, Basavanagudi, Bengaluru, Karnataka 560004 CIN: U72200KA2007PTC044701

SALARY COMPENSATION AND BENEFITS

An employee of Test Yantra is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Test Yantra Software Solutions. Employee is requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

STATUTORY BENEFITS

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity
4. ESI Medical benefit
5. Maternity benefit & Paternity benefit – As per Maternity act and maternity policy adopted by Test Yantra.


NON - STATUTORY BENEFITS

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their life style requirements. The award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession

Note: Employee must read the company policies available in the HR portal and shall be eligible to avail the benefits as per the policy adopted by Test Yantra Software Solutions


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Jayanagar, Bangalore - 70

Letter of Appointment

Date: 12/09/2022

To,

Ms. Ankitha Murthy
Employee Code: 1877062

Sub: Letter of Appointment

Dear Ankitha Murthy,

We are pleased to offer you an appointment in our organization as a **Finance Analyst** at annual total CTC (Cost To Company) would be ₹ 4,80,000 Amount (Four Lakh Eighty Thousand Only)

You will be on training for an initial period of one month and on probation period of 11 months following successful completion of training. Your transition from trainee to probationer will be based on your appraisal at the end of the period of training. Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment or we can terminate you on the spot.

Employment as per this offer is subject to your being medically fit

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

You will be paid gross emoluments as detailed in Annexure – B.

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.

With Best Wishes
Hewlett Packard
Bangalore



Karthik N
Human Resource

(Employee Signature)



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Jayanagar, Bangalore - 70

Annexure – A

1. Rules & Responsibilities

Every week the progress report will be marked by your supervisor(s), Senior manager and HOD according to whether it is Satisfactory/Not Satisfactory for progression. In that Case following conditions applied.

If you disable to reach your target or satisfactory work there is a suspension of two days and you have to report your superior on these days as a routine schedule working day.

If you over achieved your targets, there is reward of an incentive and also the day of suspension will be include in your pay days


2. Annual Increment

Your Salary will be reviewed on April 1st of each year, or at such other time as the management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

3. Full Time Employment

Your position is a whole time employment with the company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration(part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly(expects shareholder/debenture holder), in any other trade or business during the your employment with company, without permission in writing of the Board of Directors of the company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management.

(Employee Signature)


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Javanagar, Manalora - 70

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligation, any information regarding the company's affairs or administration or research carried out, whether the same is confided to you or becomes known to in the course of your service or otherwise.

5. Leave & Benefits

You will be entitled for the leaves and holidays as per the rules of the company framed and enforced for time to time

6. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

You will be retired from the service of co. if found unfit mentally, physically or both. In case of resignation as per companies rule you agree to make out prepare handing over report to the employee who will be designation by the management to take charge from you.

7. Salary Disbursement

- Salary will be disbursed after the completion of 30 working days of the Employee.

8. Avail Notice Period

In the event that you decide to leave the company, you will be required to give at least Fifteen days' notice of resignation to the company or else company not liable to give your Full & Final Settlements.

I confirm to have noted, read & understood the contents of appointment, and hereby accept & sign this day. I also agree to the above terms & condition of employment.

I accept

(Employee Signature)


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Annexure - B

S.No.	Monthly Remuneration	Total Amount	Total Amount
		(Rs.) per Month	(Rs.) per Year
1	Basic Salary	30,000	360,000
2	House Rent Allowance	4,000	48,000
3	Conveyance Allowance	1,200	14,400
4	Shift Allowance	80	9,60
	Total Fixed Remuneration(A)	35,280	4,23,360
5	Performance Linked Incentive (at 100%Level) Payable Monthly*	1,000	12,000
6	Retention Bonus - Payable Quarterly*	1,800	21,600
	Total Performance Linked Incentive & Bonus(B)	2,800	33,600
7	Statutory Bonus	600	7,200
8	Employer's Contribution to PF	1,320	15,840
9	Total Retrials & Other (C)	1,920	23,040
	Total Cost to Company (A+B+C)	40,000	4,80,000

Rupees Four Lakh Eighty Thousand Only (Per Annum)

Total CTC: - Four Lakh Eighty Thousand Only

Note:
Any tax liabilities arising out of the remuneration will be deducted as per the Income Tax rule.

With Best Wishes
Hewlett Packard
Bangalore



Karthik N (Human Resource)



**Hewlett Packard
(Employee Signature)**



**Principal
CITY COLLEGE
Jayanagar, Bangalore - 70**

16.08.2022


Preetha S,
#37, 2nd Cross, Munireddy Layout,
Chikkalasandra,
Bangalore – 560061.

Dear Preetha S,

This is with reference to the interview and discussions you had with us recently. We are pleased to offer you a position with us as "Associate - Finance Management".

The terms and conditions of your employment will be as follows:

1. You will receive an annual CTC of Rs 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only). The details of the breakup of the compensation are given in Annexure "A".
2. The assignment would be for 6 months from the date of your joining the organization. The period of the contract can be extended subject to your satisfactory performance and upon mutual consent.
3. Your increments will be made based on merit and will be at the sole discretion of the company.
4. You may be required to undertake travel on company work as and when required. In case of travel on company business, you will be entitled to such travel expenses/allowances as may be in force from time to time.
5. You will be entitled to leave and holiday benefits as applicable from time to time.
6. You can be transferred to any company location presently existing or which may be set up in the future, department, or function that the company may so choose.
7. You can also be transferred, or deputed to any of our associates, subsidiary, affiliate companies, or any other such customers or business partners from time to time.
8. You will be governed by the rules and regulations applicable to the other executives of the company from time to time and you will not engage yourself in any other trade, profession or vocation directly or indirectly and whether for gainful purpose or otherwise.
9. Your headquarters will be in Chennai until the company intimates you otherwise.
10. Either party may terminate the service by serving one month's notice.


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Jayanagar, Bangalore - 70

New No.131/8, Old No.145/8, Nelson Manickam Road, Chennai - 600 029. ☎ 044-23740400

11. As an employee, you will be privy to sensitive and commercially valuable information concerning RightPitch Digital Pvt Ltd or the clients of RightPitch Digital Pvt Ltd. such information has been deemed the property of RightPitch Digital Pvt Ltd and must not be disclosed during or after this employment to any third party.

12. You will not, at any time, while in employment with the company, use other than about the business of the company and in the course of your duties any such confidential information or after cessation of employment with the company, use or disclose to anyone else such confidential information and you will also undertake to indemnify the company from any loss or damage arising from any breach of this undertaking.

13. You shall take full responsibility for all the official facilities like laptops, mobiles, and computers, which are provided to you for performing your duties.

It is understood that your date of joining with RightPitch Digital Pvt Ltd will not be later than 22nd August 2022, failing which this offer will automatically stand revoked without any further notice.

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

Wish you a long and beneficial association with us

Yours faithfully,

For RightPitch Digital Pvt Ltd

John
Justin
Dhiraviam


Digitally signed
by John Justin
Dhiraviam
Date: 2022.08.16
16:17:19 +05'30'



Authorised Signatory

Accepted By

Preetha S


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

ANNEXURE A

Name	Preetha S	
Designation	Associate - Finance Management	
Location	TPI - Bangalore	
Particulars	Monthly	Annual
Basic DA	18,141	2,17,692
HRA	5,442	65,308
Internet Allowance	1,500	18,000
Gross	25,083	3,01,000
Employer PF	1,800	21,600
Mediclaime Insurance	200	2,400
CTC	27,083	3,25,000
Employee PF	1,800	21,600
Professional Tax	200	2,400
Total Deduction	2,000	24,000
Net Take Home	23,083	2,77,000


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70



Date :10 August 2022

PRADEEP N

BANGALORE

Bangalore-0000000

Sub: Employment Letter

Dear PRADEEP,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as CCE in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 8 August 2022 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 186345.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 225900.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 8 August 2022. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Bangalore Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

Principal
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Jayanagar, Bangalore - 70

CONNEQT BUSINESS SOLUTIONS LIMITED is a subsidiary of Guess Corp. Bangalore
REGD OFFICE: 10/10, 10/11, 10/12, 10/13, 10/14, 10/15, 10/16, 10/17, 10/18, 10/19, 10/20, 10/21, 10/22, 10/23, 10/24, 10/25, 10/26, 10/27, 10/28, 10/29, 10/30, 10/31, 10/32, 10/33, 10/34, 10/35, 10/36, 10/37, 10/38, 10/39, 10/40, 10/41, 10/42, 10/43, 10/44, 10/45, 10/46, 10/47, 10/48, 10/49, 10/50, 10/51, 10/52, 10/53, 10/54, 10/55, 10/56, 10/57, 10/58, 10/59, 10/60, 10/61, 10/62, 10/63, 10/64, 10/65, 10/66, 10/67, 10/68, 10/69, 10/70, 10/71, 10/72, 10/73, 10/74, 10/75, 10/76, 10/77, 10/78, 10/79, 10/80, 10/81, 10/82, 10/83, 10/84, 10/85, 10/86, 10/87, 10/88, 10/89, 10/90, 10/91, 10/92, 10/93, 10/94, 10/95, 10/96, 10/97, 10/98, 10/99, 10/100, 10/101, 10/102, 10/103, 10/104, 10/105, 10/106, 10/107, 10/108, 10/109, 10/110, 10/111, 10/112, 10/113, 10/114, 10/115, 10/116, 10/117, 10/118, 10/119, 10/120, 10/121, 10/122, 10/123, 10/124, 10/125, 10/126, 10/127, 10/128, 10/129, 10/130, 10/131, 10/132, 10/133, 10/134, 10/135, 10/136, 10/137, 10/138, 10/139, 10/140, 10/141, 10/142, 10/143, 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A SURVEILLANCE OF MASS FRODO

Date: 9 August 2022

OFFER AND APPOINTMENT LETTER

SARASWATHI

Welcome to Senzwiz Technologies PVT LTD

We are pleased to confirm your appointment with SENZWIZ TECHNOLOGIES PVT LTD under the policies and procedures of employment as per enclosed herewith.

SENZWIZ TECHNOLOGIES PVT LTD is a strategic IT consulting service provider that help the organizations drive business results from enterprise applications.

We succeed in bridging the information technology gap between provision and necessity by enabling synergetic partnerships, which are mutually beneficial. Our Commitment sustains our priority to excel in all aspects in order to achieve client satisfaction. Our diversified experience in business and technology allows us to provide total solution in assisting our customers to conduct business effectively with any organization or place in the world.

We are proud of our team and pleased that you could become part of it.

Designation: LEAD GENERATING EXECUTIVES

DOJ : 10 August 2022

Annual CTC. : 156000/- (One lakh Fifty six thousand)

For Employment Verification:

- Employment, Experience & Relieving letters from your previous employer (If applicable)
- Last revision letter/salary certificate from previous employer (If applicable)
- Highest Educational Certificate
- Three Passport size photo copies

We wish you a long and rewarding career with Senzwiz Technologies PVT LTD

Authorized Signature

Roopashree
Manager Human Resources

Terms And Conditions Of Employment

1. **Probation:** You will be on probation for a period of six months from the date you join us. Your services will be confirmed by SENZWIZ TECHNOLOGIES PVT LTD in writing. Subject to satisfactory performance during probation period. However, SENZWIZ TECHNOLOGIES PVT LTD reserves the right to confirm you even before the completion of the probationary period or to terminate your services for unsatisfactory performance at any time during the probationary period. During probation, in the event of your resignation or termination of services, Company may terminate your services at any time without any reason OR showing any cause.
2. **Background Verification:** The Company will have the right to carry out background checks on the documents and information provided by you at our office. As a result, reference checks or any subsequent inputs, if any information or documents supplied by you are found to be false or misleading this employment contract will be rendered null and void and you will be liable to pay/repay all the expenses borne by the company towards your hire, relocation, on-boarding, training and salary paid to you.
3. **Company's Right to Information:** Any false or misrepresented information or any willfully suppressed material information can lead to your termination from the services of the company without any notice. You are requested to keep SENZWIZ TECHNOLOGIES PVT LTD informed of any changes related to personal particulars, such as address (permanent and temporary), contact telephone number (Mobile and Landline if any), additional qualifications, marital status etc.
4. **Transfer and Deputation:** It is a condition of employment that you can be transferred /deputed to any office/division/project of SENZWIZ TECHNOLOGIES PVT LTD and/or its subsidiaries/associates or clients across India or Abroad. On the exigencies of business and company needs, Such transfers and deputations will not award you the right to demand for revision in your compensation or other terms and conditions of employment, but the company may provide you the Basic Facilities/Added Compensation policies applicable at that time.
5. **Responsibility:** In the view of the responsibility entrusted upon you by us, We expect you to perform effectively, in turn ensuring right results. You shall be expected "to do what it takes" to ensure that you deliver high quality work and keeping up commitments made to supervisor/client(internal and external). You may also be required to work in shifts depending on the project/organizational requirements.
6. **Company Property:** You shall be responsible for the safekeeping and return in good condition and all SENZWIZ TECHNOLOGIES PVT LTD's property, which is in your possession, use, custody or change. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with company's material document or theft or misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding any other terms and conditions mentioned in the appointment letter, in the event of your termination of employment with SENZWIZ

SENZ WIZ TECHNOLOGIES

TECHNOLOGIES PVT LTD, you shall promptly return all such SENZWIZ TECHNOLOGIES PVT LTD property in your possession, use, custody, or change on the same day of your termination.

7. **Claim of Damages:** If during the continuance of this agreement, you are found to be grossly negligent or careless or inefficient in performing your duties, SENZWIZ TECHNOLOGIES PVT LTD reserves the right to terminate your services without assigning any reasons. However, if you have been intentionally found to be inefficient and careless or guilty of misconduct and do not observe any of the degree of this agreement, SENZWIZ TECHNOLOGIES PVT LTD in addition to terminating your services, Will have the right to recover three month's salary plus any other expense incurred by way of damages.
8. **Unfair Competition:** If you have been deputed/assigned to a client, you shall not seek/accept employment/contract/assignment with the client(s) of the company either during such deputation/assignment or for a period of one year from the date of your leaving us or termination by the company. You will not, either directly or indirectly, either for yourself or for any person, firm or organization, Solicit, divert or take away any of the existing clients, employees, contractors or consultants from SENZWIZ TECHNOLOGIES PVT LTD.
9. **Notice Period:** You can serve the notice period to terminate the employment with ONE MONTH notice or in lieu of one month full salary thereof, as the company may conclude its employment relationship with you at any time without assigning any reasons.
10. **Annual Leave/Public Holidays:** You will eligible for 12 causal Leaves at your first year of service while earning 12 Earned Leaves. Your second year of service will make you to avail the earned leave along with your 12 causal leaves. You can also avail 6 sick leaves from completion of your second year of service. Public holidays are applicable as per the statutory regulations.
11. **Return Of Material:** On termination of employment with SENZWIZ TECHNOLOGIES PVT LTD, for whatever reason, You will immediately return to the company and/or its clients, and all other material/Property belonging to the company/client in your possession. You will not make copies of the material in your possession and continue to keep all confidential information in strictest confidence.
12. **Obligations upon Terminations:** Your obligations with respect to confidential information and security of the confidential information shall continue and survive even your employment with SENZWIZ TECHNOLOGIES PVT LTD.
13. **Violation of Terms and Conditions:** If you violate terms and conditions of employment laid out in this letter, SENZWIZ TECHNOLOGIES PVT LTD shall be entitled to take legal action against you.

I accept this offer of employment on the terms and conditions mentioned in the above letter.

Signature:

Full Name:

Date:

1st floor, 1000, 9th Main Rd, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
www.senzwiztech.com | 080 4068 2288 | info@senzwiztech.com


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

IMCHR/OL612964

To,
Ms. Usha
Bangalore City

29 August 2022

Appointment Letter

Dear Usha,

We are delighted to offer you employment with M/s. Suvision Holdings Private Limited as **Relationship Manager - FFA - Acquisition** division. Your current engagement will be the "Work from Home" based employment. Your continued employment is contingent upon your successful execution of your responsibilities. The detailed terms and conditions of your employment will be as follows.

1. Appointment

1.1 The Company hereby employs you as **Relationship Manager - FFA - Acquisition** on probationary basis pursuant to and in accordance with the terms and conditions set forth in this Appointment Letter.

1.2 **Date of joining** - Your date of joining the company's services and commencement of employment is **5 September 2022**.

• **Working hours and weekly off** - The working hours of the company is 9.00 AM to 6.00 PM and six-day week (Monday to Saturday). However, your working hours may vary and be fixed by the management from time to time depending upon the exigencies of the work.

1.3 **Place of work and transfer** - Your present place of work will be at Home. This is a permanent Work from Home opportunity until you are promoted to the next level. At the discretion of the company, you may be asked to continue your work from office in future, posted or transferred to any unit/ undertaking or establishment /division / department / branch / office of the company or to any other group of company and you shall perform such duties as may be assigned to you from time to time.

1.4 **Training & Certification** - a) You have to complete 6 days of virtual training followed by the certification process. Virtual training will be provided in 5 different languages i.e., Kannada, Tamil, Telugu, Malayalam & Hindi. You can choose to attend the training in your comfortable language.


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SUVISION HOLDINGS PRIVATE LIMITED (CIN U67120KA2008PTC047808)

Brigade Software Park, Banashankari 2nd Stage, Bengaluru, Karnataka - 560070

Tel : 080 6941 5400, Email : contact@fffreedom.com

b) No leave will be allowed during 6 days of training period. You will not be eligible to continue with your employment, if you take any leave during the training period for any reason.

c) You will not be liable to receive training period salary in case you fail to complete 10 assessments as per your post training certification process and you will not be allowed to continue with the employment.

1.5 Probationary period - You will be on probation for a period of three months from the date of your appointment. If in the opinion of the Management, you are found suitable for the post in which you have been appointed; your services will be confirmed in writing. During the period of your probation, management can terminate this appointment in 48 hours without any notice or payment.

2. Attendance

a) Your attendance will be calculated by your morning punch in before 9 AM and evening punch out after 6 PM into the company's CRM.

b) Your attendance will also be based upon your talk time as specified below. You have to complete minimum 4 hours of talk time each day for which you have to work for minimum 8 hours a day.

Talk time achieved by calling the customers, claimed through the CRM, will only be considered for your talk time target and talk time achieved by calling your reference customers will not be considered.

Talk time completed	Days present
2 hours of talk time	Leave
Between 2-3 hours of talk time	0.5 day
Between 3-4 hours of talk time	0.75 day
>4 hours of talk time	1 day (full day present)

c) Employees who are unable to meet their employment obligations of regular, reasonable attendance and punctuality are subject to disciplinary action, up to and including termination of employment.

3. Remuneration

a) Your compensation INR 12000/- per month, is fixed and shall be based on your monthly attendance calculated as mentioned in the above clause. You will be eligible for your fixed

[Signature]
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compensation subject to the completion of 4hrs of talk time on a daily basis. You will also be eligible for the company's daily incentive scheme which will be communicated to you by the Manager (Human Resources Department) at the time of joining the company.

b) You will be eligible for INR 3,000/- attendance allowance, in addition to your fixed salary of Rs 12000, if you are present for minimum 24 days in a Month (In case if the employee doesn't work for minimum 24 days in a month, they will not be eligible for Attendance allowances. Working days will be calculated based on the Talktime achieved

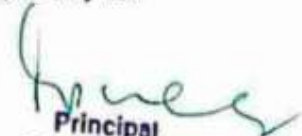
c) Your compensation will be paid on 10th of the following month after deducting applicable statutory deductions i.e., PF, PT & Gratuity, in the bank account updated by you in the company's HRM.

4. Code of Conduct

- 4.1 During the period of employment, you will serve honestly, faithfully, diligently and efficiently for the growth of the Company. You will honor your obligations under this Appointment Letter and any other agreement that you may be required to sign with the Company.
- 4.2 Your conduct will be in conformity with the code of conduct, as in force from time to time. Further, you will carry out the instructions in letter and spirit, given by your superiors and shall not disobey any instructions given.
- 4.3 You will not indulge in any unethical practices like "go slow" or non-cooperation etc.
- 4.4 You would be required to apply and maintain the highest standards of professional and personal conduct and integrity and comply with all the policies and procedures of the Company including but not limited to policies related to Confidential Information (defined hereinafter). These policies are updated on a periodical basis and may be introduced from time to time. As and when this happens, you will be notified and you will be required to comply with the same.
- 4.5 Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company's policies and procedures.

5. Leave policy

- a) Employees are expected to be punctual and dependable in order to meet the needs of the organization. Attendance and reliability are important factors in evaluating individual performance and continued employment. Your attendance will be maintained and calculated on the basis of your daily morning login before 9:00 AM and evening logout after 6:00 PM and basis of your daily talk time as defined in this letter.


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b) You will be working on all days except on Govt Holidays as updated in the HRM and on Sundays. If you work on Holidays & on Sundays, you will get attendance based on your talk time & the revenue will be considered for the monthly revenue targets.

c) You will be entitled for 1 (one) paid leave for every 20 working days in a month. In case if you do not work for minimum 20 days in a month, you will not be eligible for any paid leave. Working days will be calculated based on the talk time achieved.

d) If your absence can be anticipated, consult your immediate supervisor and obtain authorization to be absent for a specific period in advance. If you are unexpectedly delayed or unable to work for any reason, you must personally contact your appropriate supervisor immediately. For sick leave case, your manager may request you to submit doctor's notes to avoid any progressive discipline process. If you take more than two consecutive days of unapproved leave including less than 2 hours of your daily talk time for a working day, you will receive a show-cause notice to explain the reasons for the leave and if the same continues again, you will be considered as absconding from work. Under such circumstance, you will not be eligible for any kind of full & final settlement from the company.

6. Confidentiality


You shall keep confidential and retain in strictest confidence, any and all Confidential Information (hereinafter defined) of the Company, and shall use such Confidential Information only in furtherance of the performance of your duties.

All information, whether oral or written, transmitted or otherwise provided by or on behalf of the Company to you during your employment with the Company, and that should reasonably have been understood by you to be proprietary and confidential to the Company, including the confidential information of the Company's associates, affiliates, holding or subsidiary companies, and clients shall be treated as "Confidential Information".

At all times you will maintain absolute confidentiality about all matters relating to the business of the Company. You will not disclose an information or part with any documents to any external party whilst in the employment of the Company or thereafter.

All Confidential Information is and shall remain the property of the Company, or in the case of information that the Company receives from a third party which the Company is obligated to treat as confidential, then the property of such third party.

You shall not make or cause, directly or indirectly, to be made, any public statement, public announcement, press release or other disclosure to the press which is intended, or could reasonably


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be expected, to have a detrimental effect on the Company or its businesses or operations, public image or reputation or its relations with customers, clients, partner suppliers, employees, lenders or other business associates.

You shall not discuss or reveal to anyone (directly or indirectly in any form or manner) any details of your engagement with the Company, including without limitation, nature of work, names or other details regarding the Company's clients, work processes and procedures, technology, compensation to you, payments and terms thereof by clients.

You shall not use/misuse Company trademark/logo/brand/name/goodwill or any relating to this other than stipulated purpose for which you are hired by the company without the written consent of the company.

7. Non-Compete

As a whole-time employee of company, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Company.

7.1 Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business of the Company. You are not permitted to engage in any other work for remuneration (part-time or otherwise) or work on advisory capacity during the Term, except with the written consent of the Director of the Company.

7.2 During the Term, you will not, directly or indirectly, individually or in combination or association with any other person or entity, whether as an officer, director, employee, shareholder, member, partner, joint venturer, sole proprietor, agent, independent contractor, consultant, advisor or otherwise, for pecuniary benefit, engage in or own (in whole or in part), manage, operate or otherwise carry on any business which competes with the Company. You agree and acknowledge that the Company reserves the right to take appropriate action against you for breach of this covenant.

7.3 Employee acknowledges and agrees that the restrictive covenants set forth in this section are necessary in order to protect and maintain the proprietary interests and other legitimate business interests of the Company and are reasonable in all respects.

8. Non-Solicitation

8.1 You acknowledge that the Company's competitive position depends to a great extent on its relationship with its clients and that as a function of your engagement, you will have communications with the Company's clients.



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Brigade Software Park, Banashankari 2nd Stage, Bengaluru, Karnataka - 560070

Tel : 080 6941 5400, Email : contact@fffreedom.com

8.2 You, directly or indirectly, shall not, during the Term and / or for a period of two (2) years thereafter, refer business from any client to any enterprise or business other than the Company or to any enterprise or business that is in direct competition with the Company business or receive commissions based on sales or otherwise from any client that is in direct competition with the Company & business, or any enterprise or business other than the Company.

8.3 You shall not, during the Term and / or for a period of two (2) years thereafter, directly or indirectly, solicit, hire, negotiate with, or contact any employee of the Company for the purpose of hiring them or causing them to terminate their employment relationship with the Company.

8.4 You shall not, during the Term and / or for a period of two (2) years thereafter entice or solicit any contractors/vendors away from their association with the Company.

9. Termination and notice period

9.1 Employees who voluntarily resign from the Company are asked to serve notice period of 30 days from the resignation date. This resignation should be in writing and should briefly state the reason for leaving and the anticipated last day of work.

9.2 During the probationary period your appointment is liable to terminate without any notice and without assigning by reason thereof whatsoever.

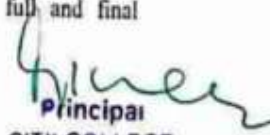
9.3 Your services during the probationary period or after confirmation can be terminated if the performance is not up to the mark or as expected.

9.4 If your services are terminated for material breach of the terms herein, including but not limited to confidentiality obligations and intellectual property policy, your services may be terminated by the Company with immediate effect by giving you a written notice of termination without any liability to pay any compensation.

9.5 Unauthorized absence or absence without permission from duty for a continuous period of 2 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

9.6 **Full and final settlement schedule:** The full & final settlement will take appropriate time as mentioned below from your last working day (LWD) / last day of employment (LDE), subject to closure of all financial and non-financial obligations

- Employee resigns and serves the notice period then full and final settlement will happen in 7 days from LWD.
- Employee resigns and if company agrees to relieve immediately then full and final


Principal
CITY COLLEGE

Jayanagar, Bangalore - 76

SUVISION HOLDINGS PRIVATE LIMITED (CIN U67120KA2008PTC047808)

Brigade Software Park, Banashankari 2nd Stage, Bengaluru, Karnataka - 560070

Tel : 080 6941 5400, Email : contact@fffreedom.com

services to pay damages to the extent of loss suffered by the company. In case of default the company shall be entitled to withhold and appropriate your salary and other monetary benefits due to you till such times as the said amount are fully recovered.

10. Employment Dispute Resolution

- 10.1 In the event of a dispute, the parties will attempt to resolve any personal grievance or employment relationship problem as close to the point of origin as possible and in consonance with the Company policy on employment dispute resolution.

11. Defaults

- 11.1 If any action is brought to enforce the Company's rights or obligations under this Agreement, if the Company is the prevailing party in such action, then Company will be entitled to reimbursement from you all of its costs and expenses incurred in bringing or defending such action, including, without limitation, court costs and reasonable attorneys' fees and expenses. You acknowledge and agree that all of the Company's rights and remedies set forth in this. Agreements are cumulative and are in addition to all other rights and remedies available to the Company, at law, in equity or otherwise.
- 11.2 This offer is made under the condition that upon or before the date of formal on-board or the date on which the labor contract is signed with you whichever the earlier, you will have discharged your legal obligations under all past and present work engagement, contracts, education bonds and guarantees including any non-compete obligations or other restrictive covenants with any previous employer (collectively referred to as "Prior Obligations"). You warrant that your acceptance of this offer will not be in breach of Prior Obligations and you agree to indemnify our organization in respect of any loss or damage that our organization may suffer directly or indirectly from your breach of Prior Obligations. This letter supersedes any previous verbal discussions with you regarding your employment offer.

12. Miscellaneous

- 12.1 This Appointment Letter will be governed by, construed in accordance with and interpreted under and consistent with the laws of India without regard to the choice of law provisions thereof. You agree that the courts in Bangalore, Karnataka, shall have the exclusive jurisdiction over all disputes arising under this Appointment Letter.
- 12.2 All of the covenants, agreements and obligations contained in clause (Confidentiality), clause (Intellectual Property), clause (Non-competition), and clause (Non-solicitation) shall survive termination of this Agreement.


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SUVISION HOLDINGS PRIVATE LIMITED (CIN U67120KA2008PTC047808)

Brigade Software Park, Banashankari 2nd Stage, Bengaluru, Karnataka - 560070

Tel : 080 6941 5400, Email : contact@fffreedom.com



080 6941 5400

India's No.1 Livelihood Education Company

Other Rules and Regulations

It is clearly understood that you are employed mainly in **FFA - Acquisition** Capacity. You shall devote your whole time and attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other Company concern or carry on any business on your own accord.

In case of your leaving the job or termination of the same in any way, your final accounts including terminal or retiral benefits can only be settled after you handover the charge to the person nominated by the company and delivery to him all documents, correspondence, information, notices, goods, stores, property, money and other various materials supplied to you by the company in the proper way suggested by us, failing this the company shall have the right to withhold the payment of your final dues.

This appointment letter is in the duplicate and if the above terms and conditions are acceptable to you please return the duplicate copy of the same duly signed by you. You are appointed on the conditions that you accept the stipulations and conditions stated above and the company will be at liberty to invoke the aforesaid clauses for the purposes stated in the respective clauses.

We would like to take this opportunity to wish you a long and successful career with us. With best wishes for a long and fruitful career with us,

Yours sincerely,

Sudheer CS
Chief Executive Officer
Suvision Holdings Pvt. Ltd.

Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

SUVISION HOLDINGS PRIVATE LIMITED (CIN U67120KA2008PTC047808)

Brigade Software Park, Banashankari 2nd Stage, Bengaluru, Karnataka - 560070

Tel : 080 6941 5400, Email : contact@fffreedom.com

July 14, 2022

Ref:HDBFS/22-23/11RIC66484/App/155656

Ms.Laila B V,
Venkataswami, Beerappan,
Ahalli, Devaramallur,
Shidlaghatta,
Chikkaballapur-562105

Dear Ms.Laila B V,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PRIME CHANNEL on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at Bangalore. You are initially assigned to services at our client premises, CMA CENTENARY TOWER. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

eSigned using Aadhar
(LegalSign.com - R/S/L/S)
Laila B V

Date: Mon Jul 18 13:56:20 IST
2022

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

Page 1 of 5

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

Ref: HDBFS/22-23/11RIC66484/Appt/155656

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(Lengany.com - R55423g)
Date: Mon Jul 18 13:56:20 IST
2022


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

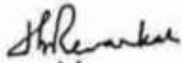
You are requested to join no later than July 29, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.



Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.

AGREED AND ACCEPTED

eSigned using Aadhaar
(Legality.Com + HDB Ltd)
Laila BV
Date Mon Jul 18 13:50:20 IST
2022

Ms.Laila BV

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MS.LAILA B V		
Role	Jr. Officer - Prime Channel		
Grade	Grade-I		
Location	Bangalore		
Annual Compensation Break up		HDBFS Monthly	
Basic	1,54,800	12,900	
HRA	61,920	5,160	
PDA	41,280	3,440	
Provident Fund (Employer's contribution)	21,600	1,800	
Gross Salary (A)	2,79,600	23,300	
Gratuity----- (B)	7,446	620	
Total Fixed Compensation (C=A+B)	2,87,046	23,920	
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/22-23/HRIC66484/Appt/155656	

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhar
(Legitimation-RC66484)
Date: 19/07/2022
Ms. Laila B V


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No.

Office

Declaration and Nomination Form under the Employees Provident Funds
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Laila B V
 2. FATHER'S / HUSBAND'S NAME : B N Venkataswami
 3. DATE OF BIRTH : 16-Jan-1997
 4. SEX : Female
 5. MARITAL STATUS : Single
 6. ACCOUNT NO : MB1 / BAN / 49611
 7. ADDRESS : Venkataswami, Beerappan,
 Ahalli, Devaramallur,
 Chikkaballapur - 562105

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Venkataswami B Venkataswami, Venkataswami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	Father	11 - Sep - 1975	50	No
Sunmadamma Sunmadamma Sunmadamma, Venkataswami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	Mother	16 - May - 1985	50	No

1. * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
 2. * Certified that my father / mother is / are dependent upon me.
 (*) Strike out whichever is not applicable

eSigned using Aadhaar
(Legality.com - R09HLDg)
Laila B V

Date Mon Jul 19 13:56:20 IST
2022

SIGNATURE OR THUMB IMPRESSION OF THE SUBSCRIBER

[Signature]
Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

PART - B (EPS)

Para 16

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Venkatayyami B. Venkatayyami, Venkatayyami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	11 - Sep - 1975	Father
2	Sunnadamma Sunnadamma Sunnadamma, Venkatayyami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	16 - May - 1985	Mother

**Certified that I have no family, as defined in para 2 (vi) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Venkatayyami B. Venkatayyami	Venkatayyami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	11 - Sep - 1975	Father
Sunnadamma Sunnadamma Sunnadamma	Venkatayyami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	16 - May - 1985	Mother

Date : 18-Jul-2022

X

eSigned using Aadhaar
(UID: 00000000000000000000)
Date: 18-Jul-2022 13:00:20 IST

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt / Miss _____ employed in my / our establishment
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him / her

For HDB Financial Services Limited



[Handwritten Signature]

Authorized Signatory

Place : _____

Date : _____

Signature of the Employer's OR other Authorized Officer's the Establishments

Signature with Designation

HDB Financial Services Ltd

Ground Floor, Zenith House,

Keshavnagar Khadye Marg,

Opp Race Course, Mahalaxmi, Mumbai - 400054

Principal

CITY COLLEGE

Jayanagar, Bangalore - 70

UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972

FORM 'F'
 (See Sub-Rule (1) of rule (6))

Nomination

To
 M/s IIDB Financial Services Limited
 Ground Floor, Zenith House,
 Keshavrao Khadye Marg,
 Opp. Race Course, Mahalaxmi
 Mumbai - 400034

1. Shri / Shrimati / Kumari LAILA B V whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s)
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act
4. (a) My father / mother / parents is / are not dependent on me
 (b) My husband's father / mother / parents is / are not dependent on my husband
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	Name & Full address of the nominator(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Venkataswami B Venkataswami, Venkataswami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	Father	11 - Sep - 1975	50
2	Surnadamma Surnadamma Surnadamma, Venkataswami, Beerappan, Ahalli, Devaramallur, Chikkaballapur - 562105	Mother	16 - May - 1985	50
3				
4				
5				
6				

eSigned using Aadhar
 (Legalitey.com • R09K23)
 Laila B V
 Date: Mon Jul 18 13:56:20 IST
 2022

[Signature]
Principal
CITY COLLEGE
Jayanagar, Bangalore - 70



Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

www.epfindia.com

155656

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Laila B V						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	B N Venkataswami						
3	Date of Birth (DD/MM/YYYY)	16/01/1997						
4	Gender: (Male/Female/Transgender)	Female						
5	Marital Status (Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	lailalailu1613@gmail.com 9108876585						
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	18/07/2022						
8	KYC Details (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch: c) AADHAAR Number: d) Permanent Account No. (PAN), if available	4069101004606 CNRB0004069 230911392809 BIAPL9555L						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
11	Previous employment details (if Yes to 9 &/or 10 above) - Un-exempted							
	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPD Number (if issued)	Non Contributory Period (NCP) Days
12	Previous employment details (if Yes to 9 &/or 10 above) - For Exempted Trusts							
	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days	
13	a) International Worker:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>						

Assigned using Aadhaar
(Employer's use only)
Laila B V
Date 18/07/2022
2022-07-18 13:13:23

Principal
CITY COLLEGE
Jayanagar, Bangalore - 70



GLAZE MEDIA PRIVATE.

ADDRESS: [REDACTED] PHONE: [REDACTED] EMAIL: [REDACTED]

CONTACT: 9448295555

DATE: _____

CONFIDENTIAL

Dear ANSHI
KUMARI,

We are pleased to offer you the position of Business Development Executive at GLAZE MEDIA PRIVATE on a probation/Training period of 3 months.

You are requested to report for joining from 1 JULY, 2022.

This document outlines the Terms and Conditions which will apply to your contract and other information which is relevant to this offer of employment.

You will be reporting to (Senior Manager): MR. AMIT SIDAR

Office Time in winters is 10:30 AM to 7:00 PM.

The Employer may require you to work from home due to any unavoidable circumstances and vary the pattern of your working hours if required on a temporary or permanent basis should the needs of the post require this.

You will be subject to the terms and conditions as agreed and amended from time to time by the Employer as outlined in its policies, procedures, handbooks and other relevant documents.

You will be paid monthly a consolidated amount of Rs. 10,000/- (TEN THOUSAND ONLY) + Mobile Allowance (Fixed Rs. 700/- per month) on or before the 07th day of the month in arrears either through Aft pay cheque or Fund Transfer to your Bank Account.

This post is subject to 1 month's probation. At the end of this period if your performance is found to be satisfactory, your appointment will be made permanent depending on your performance review made by your supervisor.

You are obliged to give the Employer a 4 weeks' notice to terminate your contract of employment.

If the performance is found to be unsatisfactory the probation period may be extended.

PRP: PRATHAGAWAI

GLAZE MEDIA PRIVATE
[Signature]
Proprietor
STAG/007

You are also obliged to work for a minimum of 24 days during the notice period mentioned above. The salary of the said month will be forfeited.

The Employer will also give a 4 weeks' notice to terminate your contract of employment after the probation period is over. However, the Employer reserves the right to terminate your employment without any notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

During the course of your employment you may have access to confidential material both in paper and electronic form. On no account should this information be divulged to any unauthorized person.

Breaches of confidentiality will be dealt with strictly as per the Policy and Procedure including Disciplinary Action.

You will be entitled to 24 paid leaves in one Calendar Year. However, maximum of 2 Leaves can be availed every month.

If at the end of the year some paid leaves are unutilized then same will be reimbursed along with the salary of 1st month of next calendar year.

Any leaves taken without giving prior information and approval from the management will be counted as double.

Whilst employed with the Employer

You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.

You will be required to carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Employer to assign such duties and responsibilities.

Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the Employer or information regarding its customers without prior written approval.

All information that comes to your knowledge by reason of your employment with the Employer is deemed to be confidential and any breach thereof, shall be deemed to be a violation of Employer policies.

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

If you are in agreement with the above terms and conditions, please initial each page in acceptance of the terms and conditions set out herein and sign below.

Please share the required documents-

FROD. PRATIK AGRAWAL

GLAZE MEDIA PRIVATE
Pratik Agrawal
Proprietor

RECEIVED

Principa
Principal

CITY COLLEGE

Jayanagar, Bangalore - 70

1. Professional / Educational Certificates and Mark Sheets towards:
 - 10th standard or equivalent examination
 - 12th standard or equivalent examination
 - Graduation
 - Post-graduation / Doctorate Other relevant educational or skill certifications.
2. COLOR SCANNED COPY OF YOUR PHOTOGRAPHS PAN Card, Voter ID or Driving Licence Scanned Copy.
3. Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Please note that this offer from the Employer stands automatically withdrawn within 24 hours of nonreceipt of a copy signed by you.

We welcome you and wish you every success in your career with us!

Warm Regards,

Signature -

Name - PRAGATI AGRAWAL

Designation - DIRECTOR

Organization - GLAZE MEDIA PRIVATE.

Date -

You agree by signing below that the Employer has made no other promises other than what is outlined in this letter. It contains the entire offer the Employer is making to you.

Approved and Accepted:

PROP. PRATIK AGRAWAL

GLAZE MEDIA PRIVATE
[Signature]
Proprietor

SEAL/STAMP

[Signature]
Principal
CITY COLLEGE
Jayanagar, Bangalore - 70



We understand your world

HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha, Next to Kanjur
Marg Railway Station (East)
Kanjur Marg (E),
Mumbai-400 042

Employee Code : 296466

Personal & Confidential

Date of Joining : Jul 04, 22

Name : MOHAMMED ISRAR
SIDDIQUE

Location : Bangalore

Dear MOHAMMED ISRAR
SIDDIQUE,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in Retail Branch Banking (cost code: 122) at branch (6704), Bangalore on the following terms and conditions:

BAND : SO.

Basic Salary : 13500.00 Rs. /-pm

HRA : 2500.00 Rs. /-pm

Total : 16000 Rs. /-pm


(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

www.hdfcbank.com

Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC080618


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CITY COLLEGE
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Building Alpha, Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

The details of your remuneration and benefits are given in Annexure.


1. Probationary Period:

- 
- 1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.
 - 1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period:

- 2.1 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.
- 2.2 In case you decide to leave the Bank's services after confirmation, you will be required to give thirty days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving month's notice or Salary in lieu of notice.

3. Job description:




Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

4. Location & Transfer:

Your initial place of posting will be Bangalore. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

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Kanjur Marg (E),
Mumbai-400 042

5. Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

6. Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

7. Termination of employment:

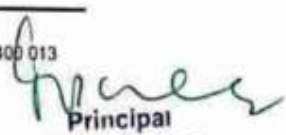
Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination, suppression of facts, falsification of documents or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

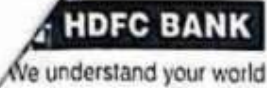
8. Conditions Precedent:

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.
- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result. (If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

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Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
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Building Alpha, Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

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



We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC Bank Limited

Ranga Subramanian

Vertical Head HR - Sales

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



Signature of Applicant

Date:

This is a system generated letter hence signature is embossed on the same.

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Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC080618

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Kanjur Marg (E),
Mumbai-400 042

Annexure - A

Remuneration:

Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

Benefits:

- Total Mediclaim cover of Rs.1,00,000/- for self and spouse (Parents and Children not covered).
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy.

I read & understand the Annexure – A



Signature of Applicant

Name: MD ISHAAN SIDDIQUE

Date:

www.hdfcbank.com

Regd Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No. L65920MH1994PLC080618


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Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.

Grooming standards for Men

 **Hair-** Should be conservative, well maintained and cut short.

Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

Attire- Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige) Shirts should be with full-length sleeves and worn with a tie (mandatory).

If the occasion so demands (formal function / business call to an important Corporate / Client etc.) a blazer or suit appropriately chosen for the weather should be worn.

Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks


Footwear- Leather laced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

Others- Neatly cut short nails, No ornaments except for obligatory ring or kada.

Grooming standards for Women

Hair- Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait Indian formal wear: Indian saris, Salwar suits.

 **Western formal wear:** Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

Attire- Formal shirts with formal trousers or skirts.

Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

Footwear- Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

Others- Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant

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Regd Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parol (West), Mumbai - 400 013
Corporate Identity No. L65920MH11094PLC080618


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Jayanagar, Bangalore - 70



HDFC BANK

HDFC bank Ltd ,
I-Think Techno Campus,
Building Alpha Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E)
Mumbai-400 042

Employee Code : 296466

Personal & Confidential

Date of Joining : Jul 04, 22

Name : MOHAMMED ISRAR
SIDDIQUE

Location : Bangalore

Dear MOHAMMED ISRAR
SIDDIQUE ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in Retail Branch Banking(cost
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Basic Salary 13500.00 Rs. /-pm

HRA 2500.00 Rs. /-pm

Total : 16000 Rs. /-pm

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable
within the parameters of the applicable tax structure)

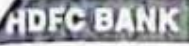
Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident
and pension funds in accordance with applicable laws.

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Kanjur Marg(E),
Mumbai-400 042

The details of your remuneration and benefits are given in Annexure.

1. Probationary Period

- 1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.
- 1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period

- 2.1 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.
- 2.2 In case you decide to leave the Bank's services after confirmation, you will be required to give thirty days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving month's notice or Salary in lieu of notice.

3. Job description


Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

4. Location & Transfer

Your initial place of posting will be Bangalore. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

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Regd. Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Panel (West), Mumbai - 400 013
Corporate Identity No: L65920MH11994PLC080618


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I-Think Techno Campus,
Building Alpha Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

5. Secrecy

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

6. Alternative Employment

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

7. Termination of employment


Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination, suppression of facts, falsification of documents or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

8. Conditions Precedent

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.
- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result.(If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

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Regd Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Panel (West), Mumbai - 400 013
Corporate Identity No: L65920MH11994PLC080618


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Building Alpha, Next to Kanjur
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Mumbai-400 042

Annexure - A

Remuneration:



Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

Benefits:

- Total Mediciam cover of Rs 1,00,000/- for self and spouse (Parents and Children not covered).
- You will also be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy.



I read & understand the Annexure – A

Signature of Applicant

Name:

Date:

www.hdfcbank.com

Regd Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Panel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC080618

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Jayanagar, Bangalore - 70

Important Note on Grooming Standards

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Grooming standards for Men



Hair- Should be conservative, well maintained and cut short.
Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

Attire- Formal wear. Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige).
Shirts should be with full-length sleeves and worn with a tie (mandatory).

If the occasion so demands (formal function / business call to an important Corporate / Client etc.)
a blazer or suit appropriately chosen for the weather should be worn.

Saturdays- Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

Footwear- Leather faced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

Others- Neatly cut short nails, No ornaments except for obligatory ring or kada.

Grooming standards for Women



Hair- Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait.
Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades.

Attire- Formal shirts with formal trousers or skirts.

Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops.

Footwear- Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

Others- Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant.

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Corporate Identity No. L65920MH1994PLC080618


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Jayanagar, Bangalore - 70



MOHAMMED ISRAR
SIDDIQUE

296466

CORPORATE SALARY - NEW
CORPORATE ACQUISITION
AB+

Authorised Signatory

- This Card must be carried on duty and displayed inside the premises.
- Loss or Theft of this card must be reported to the Admin Department.
- This card is non transferable and must be surrendered upon cessation of employment for any reason.

IF FOUND PLEASE RETURN TO:

HDFC BANK LTD.

Administration Department,
Sandoz House,
Shivsagar Estate,
Dr Annie Besant Road,
Worli, Mumbai,
Maharashtra - 400 018
Tel - 022 6652 1000


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70



CITY
COLLEGE

HDB FINANCIAL SERVICES

PLACEMENT DRIVE



Date:
June 17, 2022



Timings:
10am-6pm



Venue
College Campus



Website:
citycollege.ac.in



6364914155 / 56

June 17, 2022

Ref:HDBFS/22-23/HRIC64840/App/154307

Ms.Anitha S R,
Soladevanahalli,
Nelamangala Taluk,
Bangalore-562130

Dear Ms Anitha S R,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - CLASSIC ON PHONE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

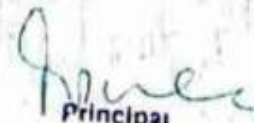
- You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is further confirmed that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at Bangalore. You are initially assigned to services at our client premises, CMA CENTENARY TOWER. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.


Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

Ref:HDBFS/22-23/HRIC64840/Appt/154307

eSigned using Aadhaar
(Legality.com - 1CU65d)
Anshu S RDate: Sat Jun 18 13:51:17 IST
2022


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70



- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.


v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.

w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than July 2, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

-  a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.



Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.

AGREED AND ACCEPTED

eSigned using Aadhaar
(legally.com - 1CUIB5d)
Anitha S R

Date: Sat Jun 18 13:51:17 IST
2022

Ms. Anitha S R



Principal
CITY COLLEGE
Jayanagar, Bangalore - 76

Annexure A

HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MS ANITHA S R		
Role	Jr Officer - Classic on Phone		
Grade	Grade-I		
Location	Bangalore		
Annual Compensation Break up		HDBFS Monthly	
Basic	1,54,800	12,900	
HRA	61,920	5,160	
PDA	41,280	3,440	
Provident Fund (Employer's contribution)	21,600	1,800	
Gross Salary (A)	2,79,600	23,300	
Gratuity----- (B)	7,446	620	
Total Fixed Compensation (C=A+B)	2,87,046	23,920	
<p>Note:</p> <p>This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.</p> <p>Gratuity is as per "The Payment of Gratuity Act".</p> <p>You will be covered under Group Personal Accident Insurance as per policy of the Organization</p>			
		Ref: HDBFS/22-23/HRIC64840/Appt/154307	

I accept the terms and conditions as mentioned in the Appointment letter.

MS ANITHA S R
Anitha S R

Date: Sat Jun 18 13:51:17 IST
2022



Principal
CITY COLLEGE

Jayanagar, Bangalore - 70

SPECIMEN

FORM 2 (REVISED)

NOMINATION & DECLARATION FORM FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS

GROUP No.
Office

Declaration and Nomination Form under the Employees Provident Funds
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) Anitha S R
2. FATHER'S / HUSBAND'S NAME Revanasiddaiah
3. DATE OF BIRTH 15-Sep-2000
4. SEX Female
5. MARITAL STATUS Single
6. ACCOUNT NO. MH / BAN / 49611
7. ADDRESS Soladevanahalli,
Nelamangala Taluk,
Bangalore - 562130

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Chikkamma, Soladevanahalli, Nelamangala Taluk, Bangalore- 562130	Mother	01 - Jan - 1983	100	No

- * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
 - * Certified that my father / mother is / are dependent upon me.
- (*) Strike out whichever is not applicable.

Anitha S R
Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

eSigned using Aadhaar
(Legalify.com - 1CUt8Sd)
Anitha S R

Date: Sat Jun 18 13:51:17 IST
2022

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

PART - B (EPS)**Para 18**

by furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Chukkamma, Soladevanahalli, Nelamangala Taluk, Bangalore - 562130	01 Jan 1981	Mother

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving any eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Chukkamma	Soladevanahalli, Nelamangala Taluk, Bangalore- 562130	01 - Jan - 1981	Mother

Date: 18-Jun-2022

(*) Strike out whichever is not applicable

X

eSigned using Aadhaar
illegally.com - CUIDS-11
Amma 5.8

Date: Sat Jun 18 13:51:17 2022

SIGNATURE OR THUMB IMPRESSION OF THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt / Miss _____

after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him/her

employed in my / our establishment

For HDB Financial Services Limited



[Signature]

Authorized Signatory

Place _____
Date _____

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

HDB Financial Services Ltd

Ground Floor, Zenith House,

Keshavnagar Khadye Marg,

Opp Race Course, Mahalaxmi, Mumbai - 400034

[Signature]
Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972

FORM 'F'
(See Sub-Rule (I) of rule (6))

Nomination

To
M/s HDB Financial Services Limited
Ground Floor, Zenith House,
Keshavrao Khadye Marg,
Opp Race Course, Mahalaxmi
Mumbai - 400034

- 1 Shri / Shrimati / Kumari ANITHA SR whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
- 2 I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
- 3 I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
- 4 (a) My father / mother / parents is / are not dependent on me
(b) My husband's father / mother / parents is / are not dependent on my husband
- 5 I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
- 6 Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	Name & Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Chikkamma Soladevanahalli, Nelamangala Taluk, Bangalore-562130	Mother	01 - Jan - 1983	100
2				
3				
4				
5				
6				

Statement

1	Religion	Hinduism
2	Sex	Female
3	Name of employee in full	Anitha S R
4	Whether married/unmarried/widow	Single
5	Department/Branch/Section where employed	Cma Centenary Tower
6	Post held with Ticket or Serial Number if any	Jr Officer - Classic on Phone
7	Date of appointment	18-Jun-2022
8	Permanent address	Soladevanahalli, Nelamangala Taluk, Bangalore - 562150
	Village	Thana
	Post Office	District
		Sub-division
		State

Place Cma Centenary Tower
Date 18-Jun-2022

eSigned using Aadhaar
(Legality.com - 1CUI85d)
Anitha S R

X _____
Date Sat Jun 18 13:51:17 IST
Signature/Thumb impression of the employee

Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me

Name in full Signature of Witnesses

1 _____
2 _____

Place Cma Centenary Tower

Address of witnesses

1 _____
2 _____

Place Cma Centenary Tower

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment

Employer's References No. If any

For HDB Financial Services Limited



[Signature]

Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,
Keshavnagar Khadye Marg
Opp Race Course, Mahalaxmi
Mumbai - 400034

Signature/Thumb impression of the Authorized Signatory

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer

Date _____

X eSigned using Aadhaar
(Legality.com - 1CUI85d)
Anitha S R

Date Sat Jun 18 13:51:17 IST
2022
Signature of the employee

Note: Strike out the words and paragraphs not applicable

[Signature]
Principal
CITY COLLEGE

Jayanagar, Bangalore - 70



Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

154307

1	Name of the Member	Anitha S R						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Revanasiddaiah						
3	Date of Birth (DD/MM/YYYY)	18/09/2000						
4	Gender (Male/Female/Transgender)	Female						
5	Martial Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	gowdaanitha524@gmail.com 7483937996						
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	18/06/2022						
8	KYC Details (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch: c) AADHAAR Number: d) Permanent Account No. (PAN), if available	67180100019569 BARBOVJNELA 429165078002 FGHPR7453E						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
11	Previous employment details [If Yes to 9 &/or 10 above] - Un-exempted							
	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (If Issued)	PPO Number (If Issued)	Non Contributory Period (ICP) Days
12	Previous employment details [If Yes to 9 &/or 10 above] - For Exempted Trusts							
	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (If Issued)	Non Contributory Period (NCP) Days	
13	a) International Worker:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>						

Signature of Member
(To be attested by Employer)
Date: 18/06/2022

[Signature]
Principal

CITY COLLEGE

Jayanagar, Bangalore - 76

31st July 2022

TO WHOMSOEVER IT MAY CONCERN

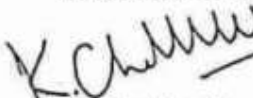
**Subject: Completion of Internship with Maximus Human Resources Private Limited
by Ms. Tasmiya Ayesha Khanum**

This is to certify that Ms. Tasmiya Ayesha Khanum has completed her internship in Our organization as a Career Consultant. She was a part of our organization from 30.05.2022 to 31.07.2022. She was involved in End to End Recruitment. During her internship, her conduct was good and she has demonstrated her skills with self-motivation to learn new skills.

We wish her all the best for her future endeavours and a bright future.


Thanking You,

For **MAXIMUS HUMAN RESOURCES PVT LTD**


Chandrashekar K
(Managing Director)



MAXIMUS HUMAN RESOURCES Pvt Ltd
No. 543, RP Building, Langford Road,
Opp, Divyashree Chambers, Shanthinagar
Bengaluru - 560027
Web: www.maximusindia.co.in | Tel: 080 42048663
CIN: U74999KA2012PTC063610


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70



VisionTech
Solution

+91 9620131563
LOANSPBHL@GMAIL.COM
#5/1 2ND FLOOR 4TH SHOP LANE
3RD MAIN TATA SILK FARM, BASAVANAGUDI
BANGALORE 560004

OFFER LETTER

VARSHITHA L

BANGALORE

Dear Ms.Varshitha L

Congratulations! We are pleased to confirm that you have been selected to work for VISION TECH SOLUTION. We are delighted to make you the following job offer.

The position we are offering you is that of Tele caller with an anticipated start date of 10/06/2022. This position reports to Mr. Chethan Hegde. Your working hours will be from 2PM to 6PM, Monday to Saturday.

The starting salary for this position is 8,000 per month. Payment is on a monthly basis by direct deposit, starting on 10/07/2022. In addition, you will be eligible to receive Incentives.

Your employment with Vision Tech Solutions will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advance notice. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter by 10/06/2023.

We are confident you will be able to make a significant contribution to the success of our VISION TECH SOLUTION and look forward to working with you.

Sincerely,

Chethan Hegde

Manager

Vision tech solution

Candidate Signature : Varshitha L

Candidate Name : Varshitha L

6/12/2022


Principal
CITY COLLEGE
Jayanagar, Bangalore - 76



CITY
COLLEGE

HDB FINANCIAL SERVICES

PLACEMENT DRIVE



Date:
June 17, 2022



Timings:
10am-6pm



Venue
College Campus



Website:
citycollege.ac.in



6364914155 / 56

June 17, 2022

Ref:HDBFS/22-23/11RIC64838/App/154306

Ms.Veena T V,
1St Block, Chelur,
Chikkaballapur,
Chikkaballapur-563124

Dear Ms.Veena T V,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - CLASSIC ON PHONE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- Your duties and responsibilities will be explained to you on your joining the Company.
- Your initial place of posting will be at Bangalore. You are initially assigned to services at our client premises, CMA CENTENARY TOWER. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

eSigned using Aadhaar
(Leegality.com - OnWitVee)
Veena, T V
Date: Sat Jun 18 13:59:44 IST
2022


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.


- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

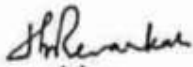
You are requested to join no later than July 2, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- 
- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
 - b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
 - c) Duly signed duplicate copy of Appointment Letter
 - d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.



Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.



AGREED AND ACCEPTED

eSigned using Aadhaar
(Leegalaxy.com - 0hW6y9o)
Veena, T V
Date: Sat Jun 18 13:58:44 IST
2022

Ms.Veena T V

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MS.VEENA T V		
Role	Jr. Officer - Classic on Phone		
Grade	Grade-I		
Location	Bangalore		
Annual Compensation Break up			HDBFS Monthly
Basic	1,54,800		12,900
HRA	61,920		5,160
PDA	41,280		3,440
Provident Fund (Employer's contribution)	21,600		1,800
Gross Salary (A)	2,79,600		23,300
Gratuity----- (B)	7,446		620
Total Fixed Compensation (C=A+B)	2,87,046		23,920
<p align="center">Note:</p> <p>This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.</p> <p>Gratuity is as per "The Payment of Gratuity Act".</p> <p>You will be covered under Group Personal Accident Insurance as per policy of the Organization</p>			
		Ref:HDBFS/22-23/HRIC64838/Appt/154306	

I accept the terms and conditions as mentioned in the Appointment letter.


 Ms. Veena T V
 (Employee)
 Date: Sat Jun 18 12:58:44 IST
 2022


 Principal
 CITY COLLEGE
 Jayanagar, Bangalore - 70

SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

CRO/EPF No.:

Office:

Declaration and Nomination Form under the Employees Provident Funds
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Veena T V
 2. FATHER'S / HUSBAND'S NAME : Venkataramana T
 3. DATE OF BIRTH : 12-Aug-1998
 4. SEX : Female
 5. MARITAL STATUS : Single
 6. ACCOUNT NO. : MH / BAN / 49611
 7. ADDRESS : 15t Block, Chelur,
 Chikkaballapur,
 Chikkaballapur - 563124

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Venkataramana T, 15t Block, Chelur, Chikkaballapur, Chikkaballapur - 563124	Father	12 - Aug - 1969	50	No
Manjula T, 15t Block, Chelur, Chikkaballapur, Chikkaballapur - 563124	Mother	12 - Apr - 1995	50	No

1. * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
 2. * Certified that my father / mother is / are dependent upon me.
 (*) Strike out whichever is not applicable.

eSigned using Aadhaar
(Leogality.com - QhW0y9o)
Veena, T V

Date: Sat Jun 18 13:58:44 IST
2022

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

Principal

CITY COLLEGE

Jayanagar, Bangalore - 70

Offer ref # 151306

PART - B (EPS)

Para 18

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sl. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Venkataramanai, 1st Block, Chelur, Chikkaballapur Chikkaballapur - 563124	12 - Aug - 1969	Father
2	Mangala T, 1st Block, Chelur, Chikkaballapur, Chikkaballapur - 563124	12 - Apr - 1995	Mother

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Venkataramanai	1st Block, Chelur, Chikkaballapur, Chikkaballapur - 563124	12 - Aug - 1969	Father
Mangala T	1st Block, Chelur, Chikkaballapur, Chikkaballapur - 563124	12 - Apr - 1995	Mother

Date : 18-Jun-2022

X

(*) Strike out whichever is not applicable

SIGNATURE AND THUMB IMPRESSION OF THE SUBSCRIBER

Date: 18 Jun 2022 10:50:44 IST

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me

by Shri / Smt / Miss _____ employed in my / our establishment after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him/her

For HDB Financial Services Limited



[Handwritten Signature]

Place : _____
Date : _____

Authorized Signatory

Signature of the Employer's OR other Authorized Officer of the Establishment

Signature with Designation

HDB Financial Services Ltd

Ground Floor, Zenith House,

Keshavnagar Khadye Marg,

Opp Race Course, Mahalaxmi, Mumbai - 400034

[Handwritten Signature]
Principal
CITY COLLEGE

Jayanagar, Bangalore - 70

UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972

FORM 'F'
 (See Sub-Rule (i) of rule (6))

Nomination

To
 M/s HDB Financial Services Limited
 Ground Floor, Zenith House,
 Keshavrao Khadye Marg,
 Opp Race Course, Mahalaxmi
 Mumbai - 400034.

1. Shri / Shrimati / Kumari VEENA T V whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.
 (b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	Name & Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Venkataramana T, 1st Block, Chelur, Chikkaballapur, Chikkaballapur - 563124	Father	12 - Aug - 1969	50
2	Marjula T, 1st Block, Chelur, Chikkaballapur, Chikkaballapur - 563124	Mother	12 - Apr - 1995	50
3				
4				
5				
6				



Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

www.epfma.com

154306

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Veena T V						
2	Fathers' Name <input checked="" type="checkbox"/>	Venkataramana T						
2	Spouse's Name <input type="checkbox"/>							
3	Date of Birth (DD/MM/YYYY)	12/08/1998						
4	Gender: (Male/Female/Transgender)	Female						
5	Marital Status (Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id:	veenatv1999@gmail.com						
6	(b) Mobile No.:	9108307929						
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	16/06/2022						
8	KYC Details (attach self attested copies of following KYCs) a) Bank Account No.:	10574101030682						
8	b) IFS Code of the branch:	PKGB0010574						
8	c) AADHAAR Number:	669212915620						
8	d) Permanent Account No. (PAN), if available	CJDPV0041A						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
10	Whether earlier a member of Employees' Pension Scheme, 1995?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
11	Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted							
	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days
12	Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts							
	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days	
13	a) International Worker:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>						

Noted using Aadhaar
(Legally certified)
Veena T V
Date 15.11.2022

Principal

CITY COLLEGE

Jayanagar, Bangalore - 70

Apr 28, 2022

REF/FLV2804202210

Prajwal A
#7, 19th Cross, 20th Main,
S M S Layout, Bangalore
Bangalore (Karnataka)-560078-560078

Subject: Letter of Offer/Appointment

Dear Prajwal A,

This has reference to your application and subsequent interviews you had with us.

We are pleased to appoint you as **Executive Customer Service - Operations** w.e.f. **Apr 28, 2022** on the following terms and conditions:

1. You will be based at Hustle Hub Tech Park – H206, #36/5 Somasandrapalya, Haralukunte Village Adjacent, 27th Main Rd, Sector 2, HSR Layout, Bengaluru, Karnataka-560102, However, the company has absolute right to transfer without any additional benefits, your services to any other place, in India or abroad, where company has its interest. You will be required to work in any slot across 24 hrs. The company would determine these slots from time to time. If any slot is not acceptable to you, this offer/appointment will stand cancelled and withdrawn automatically without any further reference to you.
2. Your employment will be subject to mandatory six-month probation, on completion of which your services shall be deemed confirmed unless otherwise conveyed by the company. No written communication stating confirmation of your services shall be furnished. The notice period will be of one month or salary in lieu thereof, on either side. However, the company reserves the right, not to accept payment in lieu of notice and at its sole discretion enforce the notice period. However, the acceptance of the notice period of less than one month is at the sole discretion of the management.
3. Absence for a continuous period of seven days without prior approval of your supervisor (including overstay of leave / training) would be treated an abandonment of service and can lead to your service being terminated. Resigning from the services with or without notice period; prior to completing eighteen months of tenure/employment with the organization, in such an eventuality the company reserves right to recover from you all the expenses incurred in regard to any training and development, special education, up skilling or the job training provided to you in the course of your employment with the company upto Rs 25000, (Rupees Twenty Five Thousand only) in addition to notice pay.
4. Details of your compensation are enclosed in the Annexure. Please note that the salary structure of the company may be altered/ modified from time to time. Further, salary, allowances and all other payments/ benefits will be governed by the company rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Management has a right to change these rules by putting notice on intranet. Ignorance of such notices will not be considered as an excuse for not following them or their applicability on you.
5. You are hereby appointed under the Skilled category and the remuneration would be in accordance with the specified rules under the minimum wages act 1948.
6. Retirement from the services of the company will be on your attaining the age of 58 years.
7. Your services shall be subject to comply with the policies of the company and rules of employment from time to time as promulgated by the company, and shall comply with the lawful directions of the management from time to time in that regard.
8. You will qualify/ be eligible for appraisal on completion of twelve months from the date of joining. The first appraisal shall fall due in appraisal cycle (April or October), post completion of twelve months from the date of joining and thereafter it will continue every year in the same month.
9. You shall not, either during the continuance of your employment with the company or at any point of time thereafter discuss, divulge or communicate by word of mouth or otherwise to any person or persons, firm or corporation without written authorization of the company management, any confidential information of the company. 'Confidential Information' means proprietary information of the company, including (without limiting the generality of the foregoing), technical data, trade secrets or know-how, including but not limited to, research, product plans, products, services, customer lists and customers (including but not limited to users or potential users of the company's products on whom you may call or with whom you may become acquainted during the terms of your employment), market, software developments, inventions, processes, formulae, technology, designs, drawings, engineering, hardware configuration information, marketing, finance or any other information disclosed to you by the company, either directly or indirectly in writing, orally or by drawings or inspections of parts or equipment. You will also be responsible for the protection and furtherance of the company's best interest at all times, including after you cease to be on the company's role.
10. If the company is not able to open office due to government restrictions or you are not able to come for work due to any such government restrictions in your area, the company will not be liable to pay you salary for that period.
11. You shall not, during the continuance of your employment with us, be engaged, concerned or interested directly or indirectly, in any other occupation, business or employment whatever, whether honorary or with remuneration.

Accepted and Agreed(Signature)

Prajwal A
T209697

Corp. Off. A-37, Sector-60, NOIDA-201301 India, Tel. : (+91) 120 66880000, Fax : (+91) 120 6688014
CIN : U72900DL2010PTC201452, Website : www.ienergizer.com, E-mail : contactus@ienergizer.com

Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

12. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld then your employment is liable to be terminated without any notice.
13. If you shall at any time be guilty of misconduct, commit any breach of this contract of employment or refuse or willfully neglect to perform to the satisfaction of the company, all or any of the duties devolving upon you under this contract of employment, the company may at once, without any previous notice, terminate the contract of your employment. If you are terminated or asked to resign from the services of the company (on grounds of misconduct/non-performance), the company under such circumstances will not be liable to pay any compensation/salary. On the contrary the company reserves the right to initiate recovery proceedings against you for irrespective of the damages caused or the loss occurred to the company.
14. Additionally, you shall be eligible for Medical and Accidental insurance benefit programme along with other employees benefit programme run by the company on time to time basis at the expenses of the Company, which shall be applicable post 30 days of your joining. Any eventuality before the applicability of the insurance benefit programme, the company shall have no responsibility whatsoever.
15. Notice to terminate this agreement shall be accepted by the company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with your signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal e-mail shall not be accepted as adequate notice of termination for the purpose of this agreement.
16. Matters not covered herein shall be in accordance with the company's rules and regulations and company's decision shall be final and binding.
17. If and when you will be sent abroad for training or other purposes, you will be required to enter into a Service Agreement with the company and the terms and conditions mentioned therein will be binding on you.
18. This appointment letter is binding with subject to subsequent reference check of your credentials mentioned in your bio-data and application form and verification of various medical tests.
Also you are advised to submit following documents:
 - a. Proof of Age & Proof of Address
 - b. Certificates pertaining to your professional/ educational qualifications.
 - c. Copies of previous appointment letters and relieving letters/ experience certificates.
19. You will not during your employment with the company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/or of its customer and/or any other information, secret processes or data and material which may come to your knowledge during the course of your employment. You will always maintain secrecy regarding any technical information / technical data or any other information / data related to sales and marketing gained or acquired or imported to you in the course of your employment through SAP R/3 system, official source of the Company. Company reserves the right to track back activities on IT infra allocated to you, during course of your employment or thereafter and take appropriate legal recourse against you in case of breach of above agreement. Immediately on joining the organization, you will be required to sign "Employee Non-Disclosure Agreement" and would also be bound with the conditions mentioned therein.
20. Notwithstanding anything contained hereinbefore, it is made clear that after the cessation of the present contract, whether by virtue of resignation, termination or otherwise of the employer-employee relationship, you shall not approach, discuss, divulge, contact, contract in any form, whether express or implied, any of the Clients of the Company, their employees, managers, executors, agents, contactors, etc. of the said Client of the Company for any reason whatsoever including any of your grievances. If found otherwise, it shall be treated as not limited to the commission of criminal breach of trust and you shall render yourself liable for civil and/or criminal action and the Company shall be free without further intimation to you, to launch against you, criminal prosecution, as well as claim of damages, as may be deemed fit by the company and the same shall be done at your sole peril.
21. If the terms and conditions offered herein are acceptable to you, please return the acceptance copy duly signed.

We welcome you to iEnergizer.

With regards,
For iEnergizer IT Services Pvt. Limited



Authorized Signatory

I have read, understood & hereby accept the appointment on the terms and conditions of employment set out in this letter and by my signature hereto, I bind myself to abide by them.

Compensation Statement

Name : Prajwal A

REF/FLV2804202210

Designation : Executive Customer Service - Operations

Department : Operations

Employee ID : T209697

Effective Date : Apr 28, 2022

As iEnergizer employee, you are currently eligible for the following, towards compensation, perquisites and benefits. The summary below helps you to understand the key elements there of :

Monthly Salary Breakup (CTC):		Monthly Contribution / Deductions:	
(A) Fixed Components	Amount	(D) Employee's Deduction towards :	Amount
Basic	15100	PF Contribution 12% (if applicable)	0
HRA	1122	ESI Contribution 0.75% (if applicable)	122
Special Allowance	0	Labour Welfare Fund Employee Share	0
Interim Allowance	3000	Professional Tax (PT)	0
Total (A)	19222	Total (D)	122
(B) Opportunity to Earn Components*		(E) Employer's Contribution towards	Amount
Performance Linked Incentive (PLI)*	0	PF Contribution 12% (if applicable)	0
Attendance Incentive**	0	ESI Contribution 3.25% (if applicable)	528
Retention Bonus#	0	Labour Welfare Fund Employer Share	0
Total (B)	0	Total (E)	528
(C) Others Benefits			
PF 12% (Employer's Contribution), if applicable	0		
ESI 3.25% (Employer's Contribution), if applicable	528		
Labour Welfare Fund Employer Share	0		
Medical Insurance***	0		
Accidental Insurance****	50		
Professional Tax (PT)	200		
Total (C)	778		
(CTC : A+B+C)	20000		

The PLI & Attn. Incentive component are paid separately as per the process guidelines

Note:

- TDS: The salary will be paid subject to tax, which may be deducted as per the provisions of the Income Tax Act, 1961.
- GST: The amount of any deduction from the salary other than the statutory deductions will be inclusive of Goods & Service Tax (GST) amount wherever it is applicable as per the prevailing rates.
- Bonus: The payment is made to cover any payment due under the provisions of Payment of Bonus Act 1965.
- **Attendance Incentive: Attendance Incentive shall be only payable if there is No LWP / No NCNS in the month. Attendance Incentive will be applicable post certification from the 1st of approaching month.
- *PLI: PLI is Performance Linked Incentive; this is an average incentive amount payable in process. Incentives are payable only on meeting pre-defined criteria of the process and these are subject to change on monthly basis at the discretion of management, further detailing shall be done in process / operations after joining.
- Headset: The deduction to be made of Rs.2000/- against head set in two equal installments from first two consecutive month's salary. It shall be refundable at time of leaving.
- ***Medical Insurance: There shall be Medical Insurance of Rs.250000/- per annum only for self (if applicable).
- ****Accidental Insurance: There shall be an Accidental Insurance of Rs.1000000/- only for self.
- Term Insurance: There shall be an Term Insurance of - Rs.1000000/- only for self.
- No salary shall be payable during training period and cannot be claimed at any point of time during or after tenure.
- Salary shall be payable from the day post successful training certification & assessment by client & trainers.
- Salary shall not be paid in case of Non Certification.
- #Retention Bonus: Retention Bonus shall be payable after completion of one year from the date of joining.
- Gratuity shall be paid on the exit after rendering continuous service for not less than five years.
- LWF (Labour welfare fund) LWF deduction will be made as per the state government Act.

For iEnergizer IT Services Pvt. Limited



Exalter Propitious Business Solutions Pvt. Ltd.TM

Desired Product Delivered

Offer Letter

Date: 23rd April, 2022

Dear Abkar,

We are pleased to inform you that after careful consideration, "Exalter Propitious Business Solutions Private Limited" has decided to make you this offer of employment. This letter sets forth the terms of the offer, which if you accept, will govern the terms and conditions for your employment.

Position

You will be designated as **Floor Lead** and based in **Bangalore**. Your duties and responsibilities will be detailed by your supervisor post your joining.

Commencement of Probation Term

The probation term will begin from **26th April, 2022** for a period of **3 months** on a **CONTRACT** basis and can be **TERMINATED** anytime without prior notice!

Compensation

Your compensation will be **INR 2,74,167/-** a year paid monthly in consistent with the Company's payroll practices which shall include Company's Provident Fund, Gratuity and other benefits as applicable.

Special Clause:

1. You will be on probation, for a period of 3 months.
2. During the period of your employment, the Company may at any time depute or transfer you to any location in the world where the Company/its clients has its establishment. In such an event, you shall be entitled to allowances in accordance with the policies of the Company.
3. The company reserves the right to assign you task in any of the shift operated by the company
4. On commencement of your employment with "Exalter", you shall be required to execute confidentiality, security and other documents specified by "Exalter"/ our clients.
5. In case you are required to travel to any of our client destinations; you would be required to enter into contract(s) as applicable and defined by the company from time to time.
6. In the event you resign from the Services of the company/your services are terminated by the company for any reason whatsoever, before completion of one year of service with the company, all relocation expenses paid/Joining Bonus paid/reimbursed/incurred by the company on your account shall be deducted /recovered from your settlement.
7. **Anti-Harassment Policy:** The Company is committed to providing a work environment free of harassment (sexual or otherwise), retaliation and intimidation. The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits harassment or intimidation by any employee of the Company towards other employees and stakeholders including supervisors, vendors, contractors and clients. You will be required to comply with the various positive work environment policies such as the Code of Conduct and other (as applicable).
8. **Code of Conduct Policy:** The Company is committed to providing a work environment free of harassment (sexual and otherwise), retaliation and intimidation. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by central, state, or local law or ordinance or regulation. All such harassment is unlawful. The Company's anti-harassment policy applies to all persons involved in the operation of the Company and prohibits harassment or intimidation by any employee of the Company towards other employees and stakeholders including supervisors, vendors, contractors and clients.
9. You are required to submit the following documents listed below at the time of reporting for employment.
 - a. 3 passport-size photographs
 - b. 1 set of photocopies of Educational Certificates (Original copies should be carried along with at the time of submission)
 - c. Experience / Relieving Certificates of all the previous employment
 - d. Appointment Letter & 3 month's pay slip from last employment
 - e. Copy of Passport
 - f. Form 16



Exalter Propitious Business Solutions Pvt. Ltd.™

g. Copy of Pan Card

Desired Product Delivered

Please sign the bottom portion of this letter to indicate your acceptance for this position and return the same immediately to people practice team at "Exalter". You will be issued an appointment letter post your joining formalities on the day of joining.

Thanking you and welcome to the "Exalter" family.

Best wishes,

Ishrath Jabeen

Manager - HR Operations

Signature of the candidate

Annexure I

Compensation Breakup:

PARTICULARS	MONTHLY	ANNUALLY
Basic	10777	129324
House Rent Allowance	4311	51732
Conveyance Allowance	1600	19200
Children Education Allowance	0	0
Medical Allowance	1250	15000
Leave Travel Allowance	1078	12936
Broadband Allowance	499	5988
Special Allowance	2039	24468
Other Allowance	0	0
GROSS SALARY	21554	258648
DEDUCTIONS		
Professional Tax	200	2400
ESI - Employee Contribution	0	0
PF - Employee Contribution	1293	15519
Group Insurance - Employee Contribution	0	0
TDS	0	0
NET TAKE HOME	20061	240729
OFFLINE COSTS BORNE BY COMPANY		
ESI - Employer Contribution	0	0
PF - Employer Contribution	1293	15519
Group Insurance - Employer Contribution	0	0
Gratuity	0	0
TOTAL OFFLINE COSTS	1293	15519
PROPOSED INCENTIVES (VARIABLE PAY)**		
Performance Incentives Bonus (Max. P.A.)*	0	0
Night Shift Allowance (Max. P.M.)**	0	0
Weekend Allowance (Max. P.W.)	0	0
TOTAL INCENTIVES	0	0
TOTAL SALARY (including max. incentives)	22847	274167

*Post confirmation you are eligible for a Performance linked Incentive program, generally payable on a yearly basis and on predefined team and individual performance parameters.

**Night Shift Allowance (NSA) is paid subject to the number of night shift's worked.

***This incentive program may be change/alterd/withdrawn or modified in part or full thereof from time to time at the sole discretion of the management.



Date : _____

Page No : _____

Date: 14/07/2022

Day: Thursday

To,
The Vice Principal,
City College, Jayanagar
Bangalore.

From,
Mohammed Akbar Khan
B'com 6th Sem (19JQCH1013)
City College, Jayanagar
Bangalore.

Subject: Requesting to allow to write attendance
the internals.

Respected Mam,

I Mohammed Akbar Khan from
B'com 6th semester have less attendance
as I'm working "full-time" from last
two years and I request you
to allow me to write the Internals.
and I also assure you that I'll maintain
minimum 40% attendance, submit Assignments
etc. full fill all academic requirements. If I
don't maintain minimum attendance don't provide my hall
tick

Thank You

Yours faithfully

(Mohammed Akbar Khan)
(19JQCH1013)

OFFER LETTER

2022-02-04

India

Email : aamirhussainshariff@gmail.com

Dear Aamir Hussain Shariff,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as Customer Service Representative - with the following terms and conditions:

1. You will join us on or before 2022-02-05.
2. You will be based at India. You are however, liable to be transferred to any of our establishments in India, or overseas or to any subsidiary or associate company; whether existing now or still to be formed. Such transfer / deputation will be in accordance with the company's rules in force during the relevant transfer / deputation.
3. Your Monthly compensation will be INR 21000 and
4. Probationary Period. Your probation period will be for six months starting from the date of your joining. However, this period can be cut short (including layoff without any notice period) or extended based on the individual's performance and at the discretion of the management. After the probation period, you will be given a proper letter of employment confirmation letter with the terms and conditions for your employment. If new employee performance is not up to the expectancy, he/she has to extend their probationary period even after 6 months until management provide the confirmation letter.
5. This employment offer is valid for one fortnight from this date of offer. If the company does not receive any confirmation from you or the documents requested within the stipulated time, this offer shall lapse automatically and there shall be no further communication from the company in furtherance of this offer of employment.
6. **Resignation /Termination of employment:** You will be required to give 30 days' notice to terminate this appointment. The last working day would be decided at the sole discretion of the Management. The Company, however will have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations. In all other cases, the Company will have the right to terminate the appointment by giving 30days notice or payment of Basic and HRA in lieu of notice, if an employee fails to service notice of the termination of the contract, the employee obliged to pay the other party compensation in lieu of notice. Compensation in lieu of notice shall be two months of CTC. Notice period reduction is completely the discretionary of management. Also note that management have sole right to terminate the employee during probation period without any notice period or with any prior communication.

7. Any revisions of your compensation package, promotion, progression, re-designation and your continued employment with the Company are all at the Company's sole discretion and will be based on Company's requirements and your performance
8. You agree that all/any unplanned/unauthorized leave without prior intimation will be deemed as **Abandonment of Services** (unless such unplanned leave, is for the reasons of medical emergency which shall be substantiated with valid documentary proof within 7 (seven) days from the date of such absence) and you shall not be entitled to any monetary and non-monetary benefits as was applicable to you. This provision shall also be applicable to all/any such unplanned/unauthorized leave during your serving the notice period, if any. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.
9. All the company policies have been attached in the offer letter. It is the sole responsibility and rights of the company to change the existing policies and to formulate any additional policies which will be notified to you either through WhatsApp or E-mail
10. As this company is into exporting and outsourcing services. You as an employee strictly advised neither to formulate trade union nor to be associated with any, already formed. Or else termination action will be taken against you
11. According to your respective department you will be having targets which will be assigned and communicated only when you sign the offer letter. In case if you want to have a complete knowledge about your targets beforehand, you are advised not to sign the offer letter now. By signing the offer letter, the targets become applicable and relevant to you.
12. **Retirement:** As an employee, you will retire from the services of the company on attaining the age of 58 years. As per the company records your date of birth is considered as date 2003-03-30 (i.e. the DOB declared by you and accepted by the company) and the same will be used for all employment related purpose and no alteration shall be permissible at any time.
13. **Weekly off and Shifting Timing:** Weekly off will be rotational and only 1 week off will be provided for a week shift timing starts from 9.30AM and end till 12AM.
Timing: 9.30AM to 6.30PM, 10AM to 7PM, 11AM to 8PM, 12AM to 9PM, 1PM to 10PM, 2PM to 11PM, 3PM to 12AM
Whenever Company demands there you have to follow the shift timing.
Kindly note: For female staff, the shift timing will be up to 9PM.
14. Company will verify your certificate and Adhar Card and moral background. If the feedback or response is negative or fail to get the response, The company has the right to terminate the employee from the service immediately.
15. While you are working in the organization you are carefully encouraged not to include yourself in any criminal cases or else termination action will be taken against you. It is mandatory to submit police clearance certificate at the time of joining.

Privacy and Confidentiality Agreements

During your employment with the Company, you will be exposed to confidential information regarding the Company, our customers, employees and other stakeholders. You will hold all such information in utmost confidence and use such information only for the benefit of the Company and only to the extent required thereof. You will not divulge any information concerning the company's (or its associates) to operations, know-how, secrets etc. that you may come to acquire as an employee of the company any unauthorized person, nor use for any purpose other than Company's during the period of your employment with us, or thereafter.

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.


The Company shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time. You will be required to sign an Employee Undertaking/Non-Disclosure Agreement (NDA) at the time of joining.

You shall maintain and protect the assets, properties, facilities, software and hardware, if and when provided by the Company for your use. On demand, you shall take steps to return such assets, properties etc., back to the Company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the Company. Failing this, the Company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost and value of such assets and properties.

You will keep the Company informed of any change in your residential address and / or civil status. Any communication conveyed or letters /documents sent to the last recorded address with the company shall be deemed to have been duly served on you.

You will be governed- by the Rules, Regulations and Policies of the Company as are in force at present and / or as may be introduced from time to time.

You shall be responsible for the use of Email facilities provided by the Company on the express understanding that such usage will not be detrimental to the best interest of the Company. You agree not to transmit messages for personal commercial purposes, sending indecent/defamatory or indecent messages including any other unlawful materials; disseminate confidential information and trade secrets of the Company; knowingly cause interference or disruption to company's network by sending unsolicited bulk mails also prohibited. The Company shall have all rights and discretion to monitor and record your use of emails and its contents that are held, sent and received through the emails on all such equipment's made available to you by the Company at any time. Random checks shall be conducted to ensure the rules of email facilities are observed. Any violation under this provision may result in disciplinary action including termination of employment.


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

You are requested to submit the following certified copies at the time of joining:

- Proof of Date of Birth
- Driving License with Clear Photograph
- Passport Copy with Clear Photograph

Any Document as recognized by the Your Home country to substantiate and prove your citizenship.

You will not take up any employment or assignment remunerative or honorarium with any other organization, body or person without the consent of the Management in writing during the tenure of your service with us.

The Company may provide you special training from time to time in India or abroad, including on-hand training at its client sites. Considering the substantial investment in such training and development.

Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation. Any dispute arising in connection with your employment shall fall under the jurisdiction of India

We welcome you to JAZP.COM and look forward to a long and happy association. You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

Sincerely yours,

For JAZP.COM

Signature

Jamsheer Thanalot - Chief Executive Officer


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

Declaration

"I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."

Read, understood and agreed.

Name :


Signature :

Date :

ANNEXURE

Name	Aamir Hussain Shariff	
Designation	Customer Service Representative	
Location	India	
Components	Annual	Monthly
Basic	84,000.00	7,000.00
Dearness Allowance	66,000.00	5,500.00
ESI Employee Contribution	0.00	0.00
ESI Employer Contribution	0.00	0.00
EPF Employee Contribution	18,000.00	1,500.00
EPF Employer Contribution	18,000.00	1,500.00
Conveyance allowance	47,700.00	3,975.00
Washing allowance	15,900.00	1,325.00
Professional Tax(Fixed)	2,400.00	200.00
Total Cost to Company(CTC)	252,000.00	21,000.00
Net Pay	213,600.00	17,800.00
Accepted By : Aamir Hussain Shariff	Signature	Date

*Variable pay such as EPF and TDS applicable.


Principal
CITY COLLEGE
Jayanagar, Bangalore - 70

19th January, 2022

Ms Lavanya N,
D/o C N Narayanaswamy
No.91, 1st Main Road, 7th Cross
JJR Nagar (North)
Bangalore – 560 018

Dear Ms Lavanya N,

We are pleased to offer you a position of "Telecalling Intern" at Rareminds.

Acceptance and Commencement

Your appointment will be effective on 20/01/2022. Your Internship duration is two months and will end on 04/08/2022 and it can be extended for further period based on mutual agreement. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance to the offer, you are required to:

- Respond via email to subashini@rareminds.in to communicate acceptance of the offer and to confirm your Joining Date. Please note, if you do not send your acceptance to the email ID mentioned above within five (5) days of receipt of the offer, the offer will stand withdrawn.
- Any change to the Joining Date after acceptance of the offer must be communicated on the above mentioned email ID at least three (3) days prior to the Joining Date.
- Report to the Company at 9:00 am on the Joining Date.

Your employment will be contingent upon you executing an Employment Agreement, an Employee Non-disclosure Agreement and an Intellectual Property Assignment and Transfer Agreement ("Employment Docket") with the Company on the Joining Date.

Further, on the Joining Date, please bring

- (i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
- (ii) four (4) self-photographs of passport size (with white background),
- (iii) originals and one (1) set of photocopies of the following documents:
 - Education degree certificate and mark sheets for each academic year of the highest degree attained. Photocopies should include both front and back side of the certificate.
 - Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
 - Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
 - PAN Card.

The offer under this letter is conditional upon satisfactory completion of a pre-employment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material

information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

Your Stipend as on the Joining Date will be Rs 8000 per month plus commission. (Rupees Eight Thousand)

Please sign this offer letter and return it to us as a confirmation of your acceptance. By signing this offer letter, you represent and warrant to the Company that you are under no contractual commitments, including without limitation subject to non-competition restrictions or similar type of restrictive agreements, inconsistent with the obligations to be undertaken with the Company.

We look forward to your becoming a part of our team.

Sincerely,
For Rareminds



Subashini Ramaswamy
Chief Executive Officer

I accept the above-mentioned terms and conditions.

Signature: _____

Name (in Capitals): **LAVANYA N**

Place & Date: _____



20th August, 2020

SHANE CLYDE GROVE

No. 16, 2nd Main Road,
Opposite Satya Bhama Gopal Englsih Primary School,
Sonnenahalli, Viveknagar,
Bangalore-560047

Dear Shane,

Subject: Offer Letter

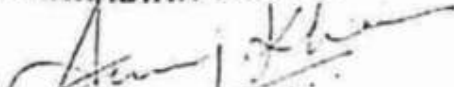
As per your performance at the interview and taking into consideration your credentials and other documentation, we are pleased to inform you that you have been selected for the post of Cashier (Admin.).

You will be drawing in cash a consolidated salary of Rs. 8,000 p.m. You will not be entitled to P.F., medical facilities or any other entitlements. Based on your performance, you will be entitled for a hike in salary and promotion.

- Training and briefing will be given during the first month of your employment with regard to your job profile.
- Your work timings will be from 09:00 a.m. to 09:00 p.m. – Monday to Friday. Attendance is Compulsory on all working days. You are entitled to have fixed week end off. (Saturday & Sunday)
- All leaves including sick / casual etc must be given prior notice and should be approved for.
- You are required to submit all original credentials and other required documentation for verification and a copy of the same should be submitted to our administrative team which will be kept on our records.
- Termination of Employment will fall into immediate effect in case of any misbehaviour or any unlawful activity etc... if found.
- In case you decide to submit your resignation, you should notify us on the same a month in advance.

Sincerely,

For ARABIAN FUSION


PARTNERS




Principal

CITY COLLEGE
Jayanagar, Bangalore - 70