

Date: Jan 25<sup>th</sup>, 2023

Mainak Saha

C/O: Bimal Kumar Saha, Bhatar Rabindra Pally,

Bhatar, Purba Bardhaman, Vtc+Po: Bhatar, Dist: Bardhaman, Pin: 713125

### Letter of Appointment

Dear Mainak Saha,

Further to your application and our subsequent discussions, we are pleased to make you an offer of employment as **State-HR** at Vector Finance Private Limited (hereinafter referred to as the Company).

Your employment with the Company will be with effect on or before **Feb 01<sup>st</sup>, 2023** (exact date could be agreed). The employment with the Company will be governed by the terms and conditions of this letter of appointment and the relevant Company policies, as amended from time to time.

You will be entitled to a fixed pay of **Rs 2,29,200/- per annum (Rupees Two Lakhs Twenty-Nine Thousand Two Hundred Only)** as set out in Annexure I.

1. In addition to the fixed pay, you will also be eligible for a variable pay which is linked to your performance and that of the Company as set out in the Incentive and Bonus Policy of the Company.
2. You shall perform with diligence such duties as the position you hold requires, and such other duties that the management may assign to you depending upon the requirements of the Company.
3. You will be under probation for a period of 6 (six) months from the date of joining. After satisfactory completion of the probation period, the services will be confirmed.
4. Either you or the Company, may end the employment by giving a notice of 2 (two) months in writing. In lieu of the notice period, a payment (fixed compensation for 2 months, or the notice period shortfall) may be accepted for the notice period at the sole discretion of the Company. In case the notice period is not served by the employee, the Company has the right to withhold any payments due to the employee and adjust in the full and final settlement.
5. Your place of work will be in **West Bengal (branch to be decided to post your date of joining)**. Do note that the job is transferable, and the Company may transfer you to a different location, based on work requirements and applicable Company policies. For this purpose, the

Company will include any group Company, or any subsidiaries formed in the future, within or outside India.

6. This is a full-time role, and you will devote your whole time and attention to this role to the best of your ability. The employment contract prohibits you from engaging in, be connected with, or being employed in any capacity in any other business or activities or any post, work part-time, or pursuing studies or qualifications, without prior written permission of the Company.
7. As part of your role, you will come across material and information which is considered sensitive and confidential in nature. 'Confidential Information' means information about the Company's business, employees and customers which is not available to the general public and is made available to you as part of your work requirements. This includes, but is not limited to, information relating to the Company, its customer lists, employment policies, personnel, business lines, information about the Company's products, offerings, services, intellectual property and processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information. Such information cannot be taken outside office without prior explicit written permission.

You will maintain the highest degree of confidentiality when dealing with Confidential Information. You shall not disclose, at any time, to any person who is not employed, part of or associated with the Company; or use for any purpose that is not within the scope of your services, any Confidential Information, except in accordance with any written exception made by a duly authorised officer of the Company. Disclosures to the persons employed or engaged by the Company or those who are part or associated with the Company shall be made on a 'need to know basis' only.

The Company will reserve the right to initiate any disciplinary action in case of breach of the conditions of this clause, including and up to summary dismissal, in addition to any other legal recourse.

Your responsibility to not share and keep safe the Confidential Information will continue after the termination of your employment with the Company.

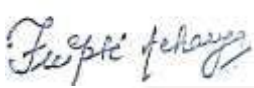
8. Without prejudice to any other provisions, your employment with the Company may be terminated at any time, on any grounds that are in violation of the Company's Policies, Company Values or Code of Conduct. The following are some indicative examples, and by no means an exhaustive list:
  - (a) Your performance as expected from the Company not meeting expectation.
  - (b) Unauthorised absence for a continuous period of 7 (seven) days.
  - (c) Production of fake documents to secure/continue appointment.

- (d) Sexual harassment charges which are proven after an enquiry as per the guidelines laid down by the Company.
  - (e) Any act involving deceit, dishonesty, fraud, misrepresentation or any conviction of offences of a criminal nature
  - (f) Any other conduct or any act of commission or omission that may affect adversely the interest or reputation of the Company.
9. This appointment letter is being issued on the basis of the information and details furnished by you in your application and CV. If it is found that you had provided false information, or misrepresented or withheld a material fact, then the management may take such action as it deems appropriate in its sole discretion, including termination of employment.
10. The appointment is subject to satisfactory reference checks, and clearance from any secrecy /service agreements that you may have executed, which could have a bearing on your working with us. The Company reserves the rights to conduct any reference checks including in relation to education, experience, character address, police verification or any other as may be deemed fit, at any given time and assumes to have your default consent for such reference checks.
11. The Company reserves the rights to refer you to any medical examination and tests as may be deemed necessary, through authorized or appointed authority.
12. You are required to execute a Non-Disclosure Agreement as part of your employment with the Company.
13. You will be eligible for leave and benefits as per prevailing Company's policy.
14. You will not place yourself under pecuniary obligation to any person/client with whom you may have official dealings or otherwise accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company that has dealings with the Company. In case you are offered any, you should immediately report to the Management.
15. Any dispute between yourself and the Company concerning with or relating to or arising out of this contract shall be subject to the jurisdiction of the competent court in **Bhubaneswar**.
16. You will automatically retire from the service of the Company on attaining the age of 60 years.
17. The Company reserves the right to change, modify or frame any rule or policy that it might deem fit for the benefit of the Company without any prior intimation.

The terms of your employment are confidential, and not to be shared with anyone in the Company. Sharing of offer or salary details will be tantamount to misconduct. Please indicate your acceptance of the offer by signing and returning within 7 days of the offer date, failing which the offer will be deemed null and void. Please also note that the offer would stand withdrawn in case you do not join by the date of joining as given in the offer letter.

**We look forward to your fruitful and long association with Vector Finance.**

Yours Sincerely,



**Tripti Acharya**  
**Human Resource**

I have read, understood, and agree to abide by the aforesaid terms and conditions of employment.

**Name: Mainak Saha**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Place: \_\_\_\_\_**

## Annexure I

<b>Name</b>	Mainak Saha	<b>Grade</b>	F (Senior Executive)
<b>Date of birth</b>	27-10-1997	<b>Job Role</b>	State HR
<b>Sex- M/F</b>	Male	<b>Location</b>	WB   Branch to be decided

## Salary Details:

	<b>Per month</b>	<b>Per year</b>
Basic salary	6,250	75,000
HRA	3,125	37,500
Special Allowance	6,875	82,500
Telephone allowance	300	3,600
Travel allowance	1,500	18,000
<b>Total salary</b>	<b>18,050</b>	<b>2,16,600</b>
PF contribution - employer	750	9,000
Gratuity	300	3,600
<b>Total Fixed Pay</b>	<b>19,100</b>	<b>2,29,200</b>

In addition, you will also be eligible for variable pay as per the policy of the company.

## PLEASE NOTE:

- Your contribution towards Provident Fund shall be deducted from basic salary @ 12%.
- TDS and Professional Tax as applicable shall be deducted as per prevailing tax rules.
- It is mandatory to provide PAN card or proof of PAN card application (application acknowledgement copy). Minimum 20% tax shall be deducted in absence of PAN number, which will continue to be deducted till the time the PAN card is submitted.
- Variable Pay (as per prevailing Vector Finance Private Limited policies) will be payable based on your performance.
- You will be covered under prevailing Group Medi-claim insurance and group personal accident insurance policy of the Company.
- Gratuity will be paid in accordance with the regulations (Payment of Gratuity Act), upon completion of minimum service required for gratuity payment.

**EMPLOYMENT OFFER LETTER**

Cappgemini Ref: 6097049/1094711,

09/29/2022,  
PRANAMITA MUKHOPADHYAY.

769-Indraprastha BaburbagWard-27Burdwan-713104Purba Bardhaman Burdwan, West Bengal- 713104  
Burdwan, West Bengal  
India.

**Confidential**

Dear PRANAMITA MUKHOPADHYAY,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Cappgemini Technology Services India Limited ('Cappgemini' or 'Company')** starting from **10/12/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Process Associate/A3**.

B) You will be required to work at the Company's offices in **Kolkata IN**.

C) You have to report by 9:00 am at **Kolkata IN** office, for joining formalities and contact security at the main gate for your entry pass at:

Address

Candor Tech Space IT/ITES SEZ, Candor Kolkata One Hitech Structures Private Limited, Tower A3-1st to 4th Floor,  
Block No -DH, Newtown, Rajarhat, District-North 24 parganas, Kolkata- 700156 West Bengal, India

Please note that your name mentioned in the offer letter will be used to create your employee records in Cappgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 250,000.00 (Rupees Two Lakh Fifty Thousand Only )** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

**Process Associate****Total Cost to Company (CTC).****Rs.250,000.00**

<b>Monthly Components</b>	<b>Per Month</b>	<b>Annualized</b>
Basic	Rs.9,795.00	Rs.117,540.00
House Rent Allowance	Rs.5,877.00	Rs.70,524.00
Other Allowances and Reimbursements – 2 +	Rs.42.00	Rs.506.00
Advance Statutory Bonus	Rs.1,959.00	Rs.23,508.00
<b>Gross monthly salary</b>	<b>Rs.17,673.00</b>	<b>Rs.212,078.00</b>
<b>Statutory payments ++</b>		
Company's contribution to PF *	Rs.1,180.00	Rs.14,166.00
Gratuity (accrual only)		Rs.5,654.00
<b>Total Fixed Compensation</b>		<b>Rs.231,897.00</b>
<b>Total Cash Compensation</b>		<b>Rs.231,897.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Company's contribution to ESI		Rs.6,893.00
<b>Total Cost to Company</b>		<b>Rs. 250,000.00</b>

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

**Note:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. Employees should decide on the Other Allowances and Reimbursements (OAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
  3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
  - ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
  - \* Employee's contribution towards PF and ESI will be made from the monthly salary as defined by Law. If employee moves out of ESI coverage on account of his/her salary crossing the defined statutory threshold, deduction of employer and employee's contribution would continue up to the end of the on-going ESI contribution cycle, as per the law.
- The Benefits (Accidental, Medical & ESI as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.



E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Caggemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Caggemini).
  - g. Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and

- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- 2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

K.) Your employment with the Company will also be governed by the 'Terms and Conditions of Employment' contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Saliil Mathew

Head - Talent Acquisition

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Signature:

Name: **PRANAMITA MUKHOPADHYAY**

Date:

**EXHIBIT 1**

**Terms & Conditions of Employment with Capgemini Technology Services India Limited**

**1. CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

**2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

**3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

**4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

**5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

**6. CONFIDENTIALITY:**

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, trademark rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

#### **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

#### **9. RETIREMENT/TERMINATION:**

##### a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

##### b.) Notice Period/Termination

(i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

(ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).

(iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.



- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrance by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

**CONSENT LETTER**

**For use of Personal Information & Sensitive Personal Data or Information**

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Capgemini clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
- Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
- That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
- That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
- I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
- I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
- I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name: **PRANAMITA MUKHOPADHYAY**

Signature:

Date:

**ANNEXURE I (A)**

**Joining Documents**

Please carry two set of photocopies along with the original documents for verification as mentioned below:

- I. **Academic qualification (Highest qualification as applicable):**
  - Highest Academic Qualification – all semester marksheet and certificates
  - Provisional Certificate OR Convocation OR Degree certificate
  - If Applicable- Diploma/ Completion Certification(s) for specialized courses
  
- II. **Employment experience related documents( As applicable):**
  - a. Current Employer  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
    - Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
    - Pay slips for last 3 months
  
  - b. Previous Employer(s)
    - Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))
  
- III. **Mandatory Documents**
  - UAN card copy with KYC as "YES" ( not required for freshers)
  - E-Aadhar card copy
  - Passport size photograph – 4 copies (white background)
  
- IV. **Proof of Identity (Any two):**
  - PAN Card (Mandatory)
  - Valid Passport – All pages
  - Driving License
  - Voter's Id

**ANNEXURE I (B)**

**Background Verification**

**Reference terms:**

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

**\*\*\* You are required to submit all the documents at the earliest from receiving this Offer and the NES failing to which offer will be revoked \*\*\***

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>.(You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copies of these documents on to the New Employee Wizard link

- Highest Educational Degree Certificate and Final year Mark sheet.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE **is not considered.**
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same.

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining\*\*\*

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

**Court Verification Forms**

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

**\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\***

**Important points to note:**

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice..

**\*\*\*In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.**

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best Regards,  
Team HR

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SL. No. 750

27<sup>th</sup> March 2023

**Bangalore, Karnataka, India**

**Dear Rashmi Singh,**

With reference to your application and the subsequent interview you had with us, we are pleased to extend an offer of employment to you with Food Vista India Private Limited, as **Senior Executive-Human Resource** based out of the Company's office location at **Bangalore, Karnataka, India**. Your effective date of joining would be **2<sup>nd</sup> May 2023**.

The Company is rapidly evolving & revolutionizing the Food Tech industry and we are confident that with such a differentiated and evolving approach, we are in a strong position to take it miles ahead. We are sure that your association with us will be enriching and rewarding. We are at our best to create a workplace that is teaming with intelligent and creative minds, where ownership, risk and initiative taking is rewarded and reinforced on a continuous basis.

The details of your annual compensation package are put forth in Annexure "A" of this offer Letter. The terms of our employment conditions are outlined in the subsequent pages for your reference. Kindly confirm your acceptance on the email and send us a signed copy of the letter within 3 days from the date of this offer release. The terms and conditions annexed hereto shall become binding on you from the date of joining.

We are confident your employment will prove mutually beneficial and look forward to having you with us.

Sincerely,

**For Food Vista India (P) Ltd.,**

**Harish G**

**Manager - HR**

**Acceptance:**

I accept the offer and employment terms and conditions.

**Name: Rashmi Singh**

**Compensation Details:**

	<b>Component</b>	<b>Monthly</b>	<b>Annual</b>
Earnings	Basic Allowance	15667	188000
	House Rent Allowance	6267	75200
	Special allowance	9928	119140
	Leave Travel Allowance	1305	15660
	Uniform Allowance	1000	12000
	Education Allowance	200	2400
	Telephone Reimbursement	3000	36000
	Medical Allowance	0	0
	Conveyance	0	0
	Vehicle Reimbursement	0	0
	Fuel Reimbursement	0	0
	<b>Monthly Gross</b>	<b>37367</b>	<b>448400</b>
	PF (Company Contribution)	1800	21600
Costed and paid to the authorities by the company	ESIC (CompanyContribution)	0	0
<b>Total Cost to Company</b>		<b>39167</b>	<b>470004</b>
	PF	1800	21600
Deductions	Professional Tax	200	2400
	ESIC (Employee Contribution)	0	0
	Income Tax*		
	<b>Approximate Take home</b>	<b>35367</b>	<b>424400</b>

FreshMenu offers **Flexi Benefit Plan [FBP] (for employees to whom this is applicable)** in your salary designed to enable your savings on your taxable income. This structure is arrived keeping in mind your taxable income liability for the financial year and tax will be deducted at source (TDS), as per the Income Tax guidelines. You are required to choose the benefits on the portal at the time of joining. Proofs are expected to be submitted on or before the deadline provided by the Company.

**EMPLOYMENT TERMS AND CONDITIONS** Private and Confidential**1. Duties and Responsibilities**

Your designation and your broad duties and responsibilities remain as discussed with you. They shall be subject to revision from time to time by the Company's Management and will be communicated to you as and when the changes are made. The Company reserves the right to assign to you such other duties and responsibilities as may be considered advisable or necessary in the Company's interests, and at the sole discretion of the Company.

You shall devote all of your business time, attention and energies to the business of the Company, and shall assume and perform such further responsibilities and duties as may be assigned or directed by the Company.

- You shall be performing services for the Company, devote your reasonable best efforts, skill and ability and shall perform your responsibilities as an employee of the Company in a competent and professional manner.

During term of this Agreement, you shall not render commercial or professional services of whatsoever nature to any person or organization, whether or not for pecuniary gain, and shall not take up employment nor hold or other similar position or provide any services in any other company or organization, without the prior written consent of the Company. If in any case, you are found in breach of this Clause, the Company shall have all the rights to take any disciplinary or penal action against you and the decision of the Company shall be final and binding on both the parties.

You shall strictly abide by the rules, regulations, personnel policies, commitment rules and the policies of the Company and any change thereof which may be adopted by the Company from time to time.

**2. Salary, Increments and Promotions**

- Your salary, along with a break-up thereof, is as described in your offer letter.
- Salary revision and increments will depend on factors like the Company's performance, as well as your performance, conduct, contribution etc., during the course of your employment, as per the Company's policies as may be applicable from time to time. Further, salary revision will be based on the Company's Performance Management System.
- Any promotions during the course of employment will be based upon your performance, conduct, contribution to the Company and etc.

**3. Place of work & Mobility**

Your principal place of work remains the same. However, you may be required to provide services to the Company, or any of its subsidiaries or associated companies, in any location within or outside India. The same shall be intimated to you from time to time. You will automatically be governed by the policies and service conditions applicable to new assignments & locations, in addition to what is mentioned here.

**4. Probation**

You shall serve a probationary period of 3 months from the date of joining as per the offer letter. Upon satisfactory performance and completion of a performance review at the end of 3 months, the Company may confirm you as a permanent employee of the Company.

- The Company reserves the right to extend the probationary period, in the event that your performance is not satisfactory.



## 5. Working hours

You may be required to work in shifts and/or for extended working hours, as permitted by applicable law. You will be required to be present at the Company's premises between 9.30 am to 6.30 pm on all working days, except when permitted otherwise by your reporting officer in the Company.

## 6. Leave

The Company's leave policy shall apply to your employment, and such leave policy may be modified by the Company from time to time, in its sole discretion, upon notice being provided to you. A copy of the leave policy will be given to you by the Company.

## 7. Confidentiality

- You acknowledge that, as part of your employment hereunder, you will have access, directly or indirectly, to confidential information of the Company, its affiliates, employees, contractors and/or customers/clients, such as information relating to the Company's business, working systems, technical know-how, security arrangements, administrative and/or organizational matters of the Company and its customers whether confidential, secret or otherwise, either during your employment with the Company or afterwards. You agree not to disclose or divulge any confidential information which may come to your knowledge or possession during the tenure of your employment, and which you are required to not disclose in the course of proper execution of your duties. All confidential information shall be kept confidential and you shall apply adequate safeguards against the unauthorized use or disclosure of the confidential information.
- You specifically agree that all customer related data, such as contact information, addresses, preferences etc are confidential information of the Company and you shall not use or misuse such information in any manner. You shall use such customer related information solely for the purpose of the Company and specifically undertake not to use, access or commercially benefit from such information either during the course of your employment or for anytime after the termination of your employment. You agree that at any time during the term of your employment, you will additionally execute non-disclosure agreements or similar agreements as may be required by the Company and its affiliates, employees, contractors and/or customers/clients with respect to any confidential information of the Company.

You shall undertake not to make copies or duplicates of confidential or proprietary information, property or material including but not limited to access cards, photographs or such other proprietary information relating to the Company's business, unless you are required to do so in the course of your employment. In the event that you are in possession of any confidential information during the course of your employment, you shall return it to the Company whenever requested to do so, or at the time of termination. You may be required to give written confirmation of having returned all such confidential information at the time of termination.

This Agreement and its contents are confidential information, and you undertake to maintain strict confidentiality in relation to the same. Any breach of confidentiality will lead to immediate termination without the requirement of any notice being provided to you.

## 8. Intellectual Property Rights

You acknowledge and agree that any work that you may be conducting either on the premises of the Company or otherwise with regard to patents, improvements, discoveries, creation of software, generating copyright or any other

form of intellectual property, whether protected under law or not, is being done on behalf of the Company and is work made for hire on behalf of the Company. All such work you execute belongs exclusively to the Company. You hereby assign to the Company the entire intellectual property rights and all performance rights and all other rights in and to the works created by you during your employment, perpetually and irrevocably and convey all rights, title and interest to the said intellectual property rights worldwide that you may have or be entitled to under any law or equity whatsoever in favour of the Company.

By this Agreement, you hereby irrevocably transfer and assign to the Company all Intellectual Property Rights created either by you or in the course of your employment for the Company as part of your terms and responsibilities in the Company. Intellectual Property Rights include (i) all rights, title, and interest under any statute or under common law including patent rights; copyrights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof; (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

- You hereby agree to assist the Company in every proper way to obtain for the Company and enforce patents, copyrights, mask work rights, trade secret rights and other legal protections for the Company's Intellectual Property in any and all countries, including executing any documents that the Company may reasonably request for use in obtaining or enforcing such patents, copyrights, mask work rights, trade secrets and other legal protections. Some of these obligations may survive the termination of your employment and you agree to provide such assistance as may be reasonably requested.

You specifically agree and confirm that during the course of your employment with the Company you shall not use or access any intellectual property of your previous employers, without due authorization and written confirmation from the owner of such intellectual property. You hereby represent and warrant that you shall not use or integrate any third party materials or data that are not validly licensed to the Company unless previously authorized by the Company. You represent and warrant that you have not violated the intellectual property rights of any third party, and covenant that that you shall not violate the intellectual property rights of any third party in the course of your employment with the Company. In the event the Company is held liable for the violation of any such intellectual property rights, you hereby undertakes to indemnify the Company, as the case may be against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from. In case any non-infringing third party intellectual property is integrated in any intellectual property rights created by you, you agrees to grant to the Company a non-exclusive, fully transferable, perpetual, fully paid-up license to use, and modify, such third party intellectual property integrated. You shall cooperate with the Company in executing all such assignments, oaths, declarations, and other documents to effect the foregoing.

## 9. Performance of duties & conflict of interest

Your position is of a whole time employee with the Company and you shall devote yourself exclusively to the business of the Company. You shall observe the following conditions strictly:

- You shall at all times be required to carry out such duties and responsibilities as may be assigned to you by the Company and shall diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

You shall not perform any freelance or consulting work during your employment with us, from within or outside the Company premises, whereby you may earn or receive, directly or indirectly, any monetary benefit.

You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, (including but not limited to independent Contractor, Employee, Consultant, Principal, Agent, Joint Venture, Director, Partner, trustee) whereby you may earn or receive, directly or indirectly, any monetary benefit.

In the event that you are interested, directly or indirectly, in any other trade or business, even in an advisory capacity, you shall make such disclosure at the time of, or prior to, accepting this offer and signing this agreement. Appointment to any advisory role in any other trade or business after accepting your employment with the Company shall be with the consent of the Company.

You shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in any activities, which are or shall be in conflict with the interests of the Company, during the term of his employment and shall extend till the non-compete period.

For the purpose of this Clause, "conflict of interest" shall mean: (i) Any interest that creates or has the potential to create a clash between your self-interest and the Company's interest and such clash undermines or has the potential to undermine your impartiality; or (ii) Any interest that you may have towards any third party that limits, either completely or partially, your ability to discharge its responsibilities towards the Company; or (iii) Any interest that you may have towards any third party that limits, creates or has the potential to create a loss (whether pecuniary or otherwise) to the Company.

#### **10. Non-Compete & Non-Solicit**

You may be required, on behalf of the Company, to provide services to, or solicit from, various clients of the Company (each such client hereinafter referred to as a "Customer"). In consideration of the above, you agree to the following:

You are restrained from being engaged in, receiving any direct or indirect financial benefit from, or accepting any offer of employment from any company or business, which has a business that is competing in nature, in whole or in part, to that of the Company, in any capacity (including but not limited to independent contractor, employee, consultant, principal, agent, joint venture, director, partner, trustee), for a period of one year, immediately following the termination of your employment with the Company, unless you have sought and obtained the prior written permission of the Company.

You are restrained from soliciting or canvassing in any manner, either directly or indirectly, any employee, Customer, vendor or Director of the Company to work directly or indirectly with you, or with other entities which are in direct or indirect competition with the Company, in any capacity except for the business of the Company, for a period of one year, immediately following the termination of your employment with the Company.

- Non-disparagement: During the term of this Agreement and thereafter, you shall not make any statement that disparages or tends to disparage the Company and those associated with the Company. You shall also not make any public statement to the media or to any person concerning the Company, the business objectives, management practices, or management personnel of the Company, and shall not take action that would cause the Company or its employees embarrassment or humiliation, or otherwise cause or contribute to the Company or any employee of the Company being held in disrepute by the general public or the Company's employees, suppliers, or customers.

#### **11. Disclosure of Information**

- During the term of your employment with the Company, you are required to disclose all material and relevant information, which may either affect your employment with the Company currently or in the future or may be in

conflict with the terms of your employment with the Company, either directly or indirectly. If at any time during your employment, the Company becomes aware that you have suppressed any material or relevant information required to be disclosed by you, or have provided the Company with misleading or inaccurate information, the Company reserves the right at its sole discretion, to forthwith terminate your employment without any notice and without any obligation or liability to pay any remuneration or other dues to you irrespective of the period that you may have been employed by the Company.

Any change in your personal information including residential address, and educational qualification should be notified to the Company in writing within three (3) days from the start of such change.

Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address as recorded in the Company's records.

## 12. Separation

This Agreement is terminable by you, by giving 30 days prior notice in writing to the Company. During the notice period you are not entitled to avail any leaves for whatsoever is the reason. However, your obligation to serve the notice period shall be a right in favour of the Company and in no case shall be construed as a right conferred on you; the Company may fully or partly waive its right to notice and relieve you from your duties without payment of salary in lieu thereof.

During the probation period, either the Company or you may at any time terminate this agreement by giving in writing to the other party 15 days notice. This notice period maybe reduced on mutual agreement by you and the Company

Notwithstanding anything set forth in this Agreement, the Company shall have the right to terminate your employment with immediate effect by a notice in writing (without payment in lieu of notice period) if:

You commit any material breach of any of your duties and responsibilities under this Agreement or the Company Policy or other documents or directions of the Company.

You commit an act of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct of, or breach of integrity, or embezzlement, or misappropriation or misuse by you of the Company's property, or insubordination or failure to comply with the directions given to you by persons so authorized, or your insolvency, or irregularity in attendance, or your unauthorized absence from the place of work for more than five (5) working days, or upon you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients and/or customers, or any similar reason.

- 
- You are charged with any criminal offense or convicted for moral turpitude.

The Company learns at any point of time that the information provided during your interview or in your application form or at the time of joining is false.

- Your performance is unsatisfactory and does not cover minimum performance requirements discussed with you.
- On termination of your employment, you will immediately return to the Company, before you are relieved, all correspondence, specifications, formulae, books, documents, equipment, laptop, design documents, source codes, etc., belonging to the Company and you shall not make or retain any copies of these items. In the event that the Company directs you to destroy any such information, documents or materials, you shall forthwith do so and provide

a written certification to that effect to the Company. Notwithstanding the termination of the Agreement, you will continue to be bound by the terms of this clause.

Notwithstanding anything aforesaid, termination by you shall be subject to the satisfactory completion of all your existing duties, obligations and projects etc. You hereby agree that, following notice of termination of your employment, you shall cooperate fully with the Company in all matters relating to the completion of the pending work on behalf of the Company and the orderly transition of such work to such other employees as the Company may designate. You further agree that during and following the termination of your employment, you shall cooperate fully with the Company as to any and all claims, controversies, disputes or complaints over which you have any knowledge or that may relate to you or your employment relationship with the Company. Such cooperation includes, but is not limited to, providing the Company with all information known to you related to such claims, controversies, disputes or complaints and appearing and giving testimony in any forum.

In the event of such termination all cost and expenses incurred by the Company for training and other incidental expenses incurred by the Company shall be forthwith reimbursed by you to the Company.

### **13. Taxes**

The Company shall not bear any personal income tax on salary; allowances or benefits paid or deemed to be paid to you. All payment by the Company to you shall be subject to applicable taxes, including without limitation tax deductible at source.

### **14. Benefits**

You shall be entitled to provident fund contributions as prescribed under applicable Indian laws, gratuity as per the Payment of Gratuity Act, 1972, such insurance as the Company may intimate to you from time to time in this regard and any other applicable benefits which may be applicable to you as per Company's Policies and Procedures.

The Company covers its employees under a Health Care Insurance and / or an ESI facility to ensure well-being. Any change of plan will be intimated to you in time.

The Company covers its employees under a Health Care Insurance and / or an ESI facility to ensure well-being. Any change of plan will be intimated to you in time.

### **15. Retirement**

Employees will retire from the job on the last working day of the month during which they would attain 60 years of age. For this purpose, the official record of date of birth with the Company will be the same as specified by you in the application form at the time of joining the Company.

### **16. Adherence to Company Policy**

You agree to conform to and comply with the Company's Policy and the Company may from time to time give such directions and orders as.

The Company has its code of conduct, which consists of all the company's policies, rules, regulations and guidelines pertaining to the benefits, rights, obligations of the employees ("Code of Conduct") vis-a-vis the Company during the term of your employment with the Company. Upon signing the copy of this Agreement, it shall be deemed that you have read and appraised yourself of the same. You shall be bound by the Company's existing Code of Conduct, which shall form part an integral part of the your employment terms and conditions. The Company reserves the right to

modify and / or amend the Code of Conduct based on its current or future business necessities, statutory requirements or for any reason whatsoever. A copy of such amendments, modifications, new policies will be sent to you for your records and the same shall not be construed as requiring your consent for such amendment and/or modification. You hereby agree to be bound by such modifications/amendments during the term of your employment with the Company.

In the event of you committing a breach of any of the obligations imposed upon you under the Code of Conduct or any new policy of the Company, the same shall be treated as a material breach and the Company reserves the right to terminate your employment without notice or compensation thereof as per applicable laws.

#### **17. Change in terms and conditions**

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of your deputation on international assignments during the course of your employment. You hereby agree to be bound by the applicable terms and conditions of employment during your deputation period. The Company reserves the right to make changes to the employment terms and conditions. Changes may be made from time to time by the Company and may be communicated to you in writing or by email and the same shall be binding on you.

#### **18. Warranties**

- You warrant that your employment with the Company will not violate or otherwise conflict with any agreement to which you are or have been a party to.
- You warrant that you have satisfactorily completed all of your obligations under this Agreement, and under any agreements entered into with any other company, person or entity that previously employed or contracted with you and which would affect your acceptance of the terms and conditions under this Agreement. You further warrant that any previous employment contract and/or relationships have terminated and/or expired prior to your date of joining the Company.
- You warrant that you have not and will not inappropriately use, or attempt to use, or disclose any confidential or proprietary information obtained from your previous employer, a third party or otherwise.
- You warrant that you will comply with all of Company's policies and standards (including the Company's Code of Business Ethics) in effect from time to time and shall perform your services in a professional manner and in a manner consistent with the ethical and professional standards of Company or otherwise as applicable to the services provided by you hereunder.
- You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully and rightfully perform the services as required hereunder.

#### **19. Jurisdiction**

This Agreement shall be governed by the laws of India and any dispute arising out of the employment terms of service shall be subject to the exclusive jurisdiction of a competent court in Bangalore.

I, here by agree to confirm to the above terms & conditions.

Name:- **Rashmi Singh**

Date:-



genpact

Transformation  
Happens Here

ANA005537-5111492

Date: September 7, 2022  
Sk Sahid  
Noida

Dear Sk

**Sub: Appointment letter**

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

**TERMS AND CONDITIONS**

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

**Genpact India Private Limited**

**CIN:** U73100DL2005PTC307363

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





8. Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.

9. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 8 for 60 (Sixty) days or payment of salary in lieu thereof. If you chose not to serve the notice period, if applicable, the Company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to notice pay. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.

10. The Company reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

11. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.

12. You will automatically retire on attaining the age of 60 years.

13. Whilst employed by the Company:

- 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 effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
- 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 Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests in the Company – whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between Genpact and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.

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





14. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice.

15. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard of soft copy which is in your possession or custody.

16. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

17. You are required to submit your relieving letter in original from your previous employer (if applicable) within 45 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.

18. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies.

19. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.

20. Any and all disputes arising in connection with the appointment letter shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Delhi** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of courts at **Delhi**.

Your assignment is effective from **September 26, 2022**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at 9:15 am at Genpact, **India>Noida>Noida Stellar IN – Office**.

Warm regards,

For Genpact India Pvt. Ltd.

A handwritten signature in black ink that reads 'Ritu Bhatia'. Below the signature is a horizontal line with a small flourish at the end.

Ritu Bhatia  
Vice President

Accepted and Agreed

*Sk Sahid*



**Annexure I**

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving letter from previous employer (last employment) only.
2. If already a member of a provident fund (PF) scheme with previous employer, then;
  - a. Employer's name
  - b. Provident Fund account number from your previous employer
  - c. Universal account number provided by your previous employer
  - d. Employee Pension number provided by your previous employerOR
  - e. Date of joining & leaving from previous employer
  - f. Copy of Passport in case of International Workers(it should contain Nationality, Passport number, Country of issue, Date of issue, Valid up to)
3. Below mentioned KYC (Know Your Customer) Documents
  - a. Copy of PAN
  - b. Copy of Aadhaar Card.
  - c. Signed Cancelled Cheque with your name printed on it (In case your name is not printed on the Cheque, please attach last 3 months bank statement along with the Cheque)
4. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC ( Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
  - a. 3 Post card size (4X7) photographs of yourselfOr
  - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.

\*Please check the company policy for the applicable limit
5. 4 recent Passport size Photograph
  - a. One for Genpact ID card
  - b. One for opening a new account if you do not have an one with ICICI/HDFC/Axis
  - c. Two for PAN card application if you do not have one



**genpact**

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**ANNEXURE – II**

**COMPENSATION DETAILS**

<b>NAME</b>	Sk Sahid
<b>BAND</b>	5A
<b>DESIGNATION</b>	Process Associate
<b>LOCATION</b>	India>Noida>Noida Stellar IN – Office
<b>COMPONENTS</b>	<b>AMOUNT (PER ANNUM)</b>
BASIC PAY	236,607.00
EMPLOYER CONTRIBUTION TO PF	28,393.00
HOUSING RENT ALLOWANCE	0.00
<b>FIXED PAY</b>	<b>265,000.00</b>
<b>ANNUAL PERFORMANCE BONUS*(APB)</b>	<b>7200</b>
<b>PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**</b>	<b>AMOUNT (PER ANNUM)</b>
Best Performer	48,000.00
Average Performer	27,600.00
Low Performer	0.00
<b>Total Earning Potential</b>	<b>Amount (Per Annum)</b>
Best Performer	313,000.00
Average Performer	292,600.00
Low Performer	265,000.00
<b>Benefits</b>	<b>Amount (Per Annum)</b>
Life Insurance	14,00,000.00
Employee Deposit Linked Insurance Scheme(EDLIS)	As per Act
Personal Accident/Disability Insurance (For Employee)	14,00,000.00
Medical Insurance (For Employee)	100,000.00
Interest Free Soft Loan (Post 6 Months)	10,000.00
Out Patient Medical Facilities at Office	Free

For Genpact India Pvt. Ltd.

Ritu Bhatia  
Vice President

Accepted and Agreed

Sk Sahid

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



Company Contribution ESIC	As per Act
Gratuity	11,375.00
<b>Other Attractions</b>	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates

**Notes:**

\* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January – December) and the same will be prorated based on the date of joining.

\*\*Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) In such cases; Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("**PBA**") (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.
- Genpact reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.
- Any employee deduction will be governed by applicable laws and prevalent company policy, and will be subject to change.

SL. No. 751



Dear Sk Sahid,

Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated September 7, 2022

In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), **it is mandatory for you to submit the below mentioned documents and details before/on your joining date:**

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (*\*\*if you are eligible for ESIC enrolment as per government norms*)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

*\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.*

*\*\*The ESI section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme. if your CTC is more than 2.6 lakhs. you may ignore the same.*

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

Regards,  
Genpact Hiring Team

**Accepted and Agreed**

\_\_\_\_\_  
Sk Sahid

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



**Bandhan Bank Limited**

Head Office: Floors 12-14, Avertz Infinity@5 BN 5, Sector V, Salt Lake City, Kolkata - 700091  
CIN: L67190WB201114PLC204622 | Phone: +91 33 6609 0935, 4045 6456 | Fax: +91 33 6609 0502  
Email: info@bandhanbank.com | Website: www.bandhanbank.com

**PRIVATE AND CONFIDENTIAL**

**Ref. No.: BBL/HR/37280/2023-24**

**Date: 12/09/2023**

**Mr. Sujan Chakraborty  
S/O-Swapan Chakraborty,  
Sanko, Galsi, Beside Sanko C.S High School,  
Sanko, Bardhaman, West Bengal, 713141**

**LETTER OF APPOINTMENT**

**Dear Mr. Chakraborty,**

With reference to your application and subsequent discussions with us, we are pleased to offer you employment with Bandhan Bank in the position of **Territory HR Team Member** based at **10528-Bardhaman-2 Banking Unit** under **Burdwan Division** at **Assistant Manager** grade.

You shall be required to join the Bank **on or before 20-Nov-2023**.

The detailed terms and conditions of your employment are outlined in **Annexure I ("Terms of Employment")** and compensation details are mentioned in **Annexure II ("Compensation Details")**. You will also be governed by the policies, rules and regulations of the Company as may be modified from time to time.

Accordingly, please sign and return a copy of this letter of employment and the employee statement attached herewith indicating your formal acceptance of your employment with the Company on the terms contained herein. Please initial each page of this letter. Upon your signature and return to us, this letter of employment will be treated as an employment agreement between the Company and you and the terms and conditions of this letter of employment shall govern your employment with the Company.

Kindly note that in case we do not receive your formal acceptance **on or before 14-Sept-2023**, this letter of employment shall automatically be rescinded.

Yours sincerely,

For **Bandhan Bank Limited**,

**Dillip Kumar Mitra**

**Head-Business HR Partner Micro Banking & Payroll Management**

**ANNEXURE 1****TERMS AND CONDITIONS OF EMPLOYMENT****1. Appointment**

- 1.1 During the course of your employment, you will be governed by the Code of Conduct and Ethics, rules, regulations and other policies (together the "Company Policies") as enforced and as may be amended from time to time. The Bank reserves the right to vary the terms and conditions of service governing your appointment including your duties and responsibilities at any time.
- 1.2 You will be required to report at **10628-Bardhaman-2 Banking Unit** under **Burdwan Division**. You will be accountable for duties & responsibilities to the **Territory HR** or to any such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.
- 1.3 Your appointment and continuation in employment at Bandhan Bank is subject to clearance of all hand-over, dues in your previous organisation and submission of unconditional Relieving Letter and Experience Letter along with attested copies of all your degrees and professional qualification certificates at the time of joining.

Additionally, Bandhan Bank reserves the right to conduct a background verification / seek references from your current / previous employers. If any information, declaration provided by you, at the time of selection/ joining is later found to be false or untrue, or if any material information is suppressed and / or the background verification / reference checks received are not satisfactory, Bandhan Bank may terminate your services forthwith.

**2. Probation & Confirmation**

- 2.1 You will be on a probation period of 180 days (06 months) from the date of your joining at Bandhan Bank. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period. The confirmation shall also be subject to you being found medically fit by a registered medical practitioner in accordance with point 13 of the appointment letter.

**3. Leave**

- 3.1 You will be governed by Bandhan Bank's Leave Policy announced from time to time. However, you must obtain prior approval of the concerned reporting manager prior to availing privilege leave

**4. Termination**

- 4.1 During the probationary period of 180 days (06 months) including any extension, either party may terminate this appointment by giving 30 days prior notice in writing without assigning any reasons therefor. After confirmation, either party may terminate this appointment by giving 90 days' notice in writing to the other





party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfillment of notice period, proper handover of charge to your successor to the satisfaction of the Company and any other conditions as may be communicated to you in writing.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may, at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

- 4.2 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Conduct and Ethics or any of the terms and conditions set forth herein. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality, any act involving moral turpitude, including conviction in any criminal case during your present or previous employment, breach of any applicable law or regulation, breach of the Company's Code of Conduct and Ethics, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.
- 4.3 In the event of your continuous absence for a period exceeding 15 days, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your service. The contract of service shall come to an end when the employee abandons his / her job.
- 4.4 Subject to earlier termination of this engagement, you shall retire on the last day of the month in which you attain the age of 60 years.
- 4.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.
- 4.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions stipulated in clauses 5 and 6.
- 4.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 5, 6 and 7 survive expiration or termination of your employment contract with the Company.



## 5. Confidentiality & Employment Policy

- 5.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to Company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with Company, and / or its affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.
- 5.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.
- 5.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- 5.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever. You may be required to execute such other or further agreements as Company or its affiliates or customers may require in this regard, from time to time.

## 6. Disclosure of Information

- 6.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval.

## 7. Intellectual Property Rights

- 7.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or

materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

## 8. Compensation

- 8.1 Your gross annual compensation will be the aggregate of Total Fixed Pay & Benefits as set forth in the **Annexure II ("Compensation")** and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company compensation review cycle. The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your Compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.
- 8.2 It is however clarified that the Benefits as set forth in the Annexure are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

## 9. Learning & Development

- 9.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you notice as referred to in clause 4 above, without being under obligation to make any payments to you.

## 10. Avoidance of Conflict of Interest

- 10.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company. You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

11. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.
12. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment on a contractual basis under this Agreement, such dispute or claim shall be referred to arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the sole Arbitrator to adjudicate upon the dispute/difference. Parties also agree to submit themselves to the exclusive territorial jurisdiction of courts at Kolkata. The arbitration proceedings shall be conducted in English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.
13. **The Insider Trading – Code of Conduct of the Bank (“Code”) and SEBI (Prohibition of Insider Trading) Regulations, 2015 (“Regulations”)**
- 13.1 By virtue of your appointment in the Bank, you shall abide by the provisions of the PIT Code and PIT Regulations. The PIT Code is available on the intranet of the Bank. It is the responsibility of each employee to become familiar with the Bank’s PIT Code and understand these laws and regulations.
- 13.2 Depending on your role and grade, you may fall under the definition of Designated Person as per the PIT Code and PIT Regulations. As a result, you shall adhere to the conditions/ restrictions as laid down in the PIT Code and the PIT Regulations at all times, while dealing in the securities of the Bank or grey list companies. You shall submit the appropriate disclosures (Initial/Annual/Continual) on ESSCOM Portal within the prescribed timeline or as may be communicated to you from time to time.
- 13.3 Further, in compliance with the conditions/ restrictions as laid down in the PIT Code, you shall abide by the PIT Code while dealing in the securities of the Bank or grey list companies for a period of six months from the date of your relieving from the Bank and your trade shall be subject to pre-clearance by the Compliance Officer of the Bank.

#### 14. Health Check-up

You shall be required to produce a medical fitness certificate at the time of your joining. You have to get stipulated tests done, at your own expense and obtain a registered medical practitioner’s certificate and submit the same to your reporting manager. In the event of your failure to submit a medical fitness certificate or submitting an unsatisfactory medical fitness certificate shall result in rescinding of the employment with the Bank.

A duplicate copy of this letter is enclosed herewith, which may please be signed and returned to us in acceptance of the terms and conditions mentioned above.

For Bandhan Bank Limited,



**Dilip Kumar Mitra**

**Head - Business HR Partner Micro Banking & Payroll Management**

Agreed and Accepted: \_\_\_\_\_  
 (Candidate Name) (Candidate Signature)

SL. No. 752

**Private and Confidential****ANNEXURE II – Compensation Details**Candidate Name: Mr. Sujan ChakrabortyGrade: Assistant ManagerPosition Name: Territory HR Team MemberLocation: 10628-Bardhaman-2

Particulars	Monthly(Rs.)	Yearly(Rs.)
Basic Salary	₹ 8,750	₹ 1,05,000
HRA	₹ 4,375	₹ 52,500
Special Allowance	₹ 8,825	₹ 1,05,900
Medical Allowance	₹ 1,250	₹ 15,000
Conveyance Allowance	₹ 1,600	₹ 19,200
Child Education Allowance	₹ 200	₹ 2,400
<b>Gross Salary</b>	<b>₹ 25,000</b>	<b>₹ 3,00,000</b>
<b>Benefits</b>		
PF(Employer Contribution)	₹ 1,800	₹ 21,600
Gratuity #	₹ 421	₹ 5,052
Insurance Valuation - Mediclaim, Term Life and Accidental Benefit	₹ 803	₹ 9,636
<b>Cost to Company(CTC)</b>	<b>₹ 28,024</b>	<b>₹ 3,36,288</b>



# Payable as per the Payment of Gratuity Act.

**Confidentiality:**

Matter of your compensation is confidential information of the Bank and should be treated with absolute confidentiality except to the extent you are required to make disclosure for any tax, legal or regulatory purpose. Any breach of this confidentiality obligations will be considered as breach of fidelity and secrecy clause under your terms of appointment.



# ZOOM INTERNATIONAL SCHOOL

( Senior Secondary, Affiliated to CBSE)

Lala Lajpat Rai Road, A-Zone, Durgapur -4

Contact No: 9732224048 / 9732224214

SL. No. 763



**JINIA BISWAS**

Designation : ASSISTANT TEACHER

Contact No. : 9064668807 (P)  
7407213878 (H)

Address : 16/30 TRUNK ROAD,  
A- ZONE, DGP - 04

BLOOD GR. :B+

VALID UNTIL : 31.03.2025

10:13



**IDENTITY CARD**

**CENTER FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH**  
**INDIAN INSTITUTE OF TECHNOLOGY MADRAS,**  
**CHENNAI-600 036**



Dated: 07-June-2022

No: ICSR/Office ord/2022/3650

**OFFICE ORDER**

This office order has been issued to **Mr. SANJIBAN MURMU**, employee ID **IC36451**, for the post of **PROJECT ASSOCIATE** (Adhoc Full time) temporarily, with effect from the forenoon of **01-June-2022** to **31-May-2023** on a consolidated pay of **Rs.22,000 /- (Rupees Twenty Two Thousand Only)** per month.

Appointment details:	
Offer letter number / Dated	ICSR/Offer/2022/3710 / 02-June-2022
Project Coordinator	Mitesh Khopra
Project number	SP21221838CSMEIT008802
Title of the project	Collecting Datasets and Benchmarks for Building Indian Language Technology

All other terms and conditions mentioned in the offer letter remain unchanged.

**SENIOR MANAGER - HR**  
**(Project Recruitment)**  
**IC&SR**

**Note:**

An amount of Rs.175 towards medical insurance premium and Rs.30 towards institute hospital charges will be deducted from your salary every month.

*\*This is a system generated copy, hence signature is not required.*

শ্রীমতঃ সরকার  
 স্বাস্থ্য ও পরিবার কল্যাণ দপ্তর  
 মুখ্য স্বাস্থ্য অধিকারিকের কার্যালয়  
 ৫, ডি এল রায় রোড, কৃষ্ণনগর-৭৪১১০১, নদিয়া  
 টেলিফোন (০৩৪৭২) ২৫২৩০৬/২২৩২১৭  
 Email - cmohnadia@gmail.com  
 dpmunadia@gmail.com



Government of West Bengal  
 Department of Health & Family Welfare  
 Office of the Chief Medical Officer of Health  
 S. D.L. Roy Road, Krishnagar-741101, Nadia  
 Telephone (03472) - 252306/223297  
 Email - cmohnadia@gmail.com  
 dpmunadia@gmail.com

Memo No. CMOH-Nad/

Dated. Krishnagar the 8<sup>th</sup> Sept'2022**ORDER**

In reference to recruitment notification no. CMOH-Nad/4727 dtd. 12.07.22, **Sri Souvik Dey**, S/o Balaram Dey, residing at Vill+Po-Mandra, Ps-Dhaniakhali, District-Hooghly, Pin-712301, WB is hereby engaged as **Counselor** under UR category on contract basis under XV-Finance Commission (HG) on a monthly remuneration of Rs. 20,000/- (rupees twenty thousand only) and posted at **Polyclinic under Chakdaha Municipality, Nadia**.

The order of engagement will take effect from the date of joining in the post. The period of contract will automatically terminate after 31.03.2023. The contract may be renewed subject to approval of the position in the next financial year and satisfactory performance. The service may also be terminated by one month's notice from either side. If the incumbent proposes to cease work without covering 1 (one) month's notice period, remuneration will be deducted accordingly.

**Sri Souvik Dey**, is hereby requested to report for joining the position at O/o Chairman, Chakdaha Municipality, Nadia. The order will stand cancelled if the candidate fails to join within 7 days from the date of issuance of this order.

Payment of remuneration will be made from XV-FC (HG) fund (activity code-X6.FU.2.2) and will be disbursed from place of posting.

sd/-

Chief Medical Officer of Health  
& Secretary, DH&FWS, Nadia

Memo No. CMOH-Nad/ 8324/1(10)

Dated. Krishnagar the 8<sup>th</sup> Sept'2022

Copy forwarded for kind information to:

1. The Chairman, District Level Selection Committee, Nadia
2. The Savadhipati, Nadia Zilla Parishad
3. The District Magistrate, Nadia
4. The Additional District Magistrate (Gen) in charge of Health, Nadia
5. The Dy CMOH I/II/III, DMCHO, ZLO, DTO, Nadia
6. The Chairman, Chakdaha Municipality, Nadia with a request to send a copy of joining report to the undersigned immediately after joining of the above candidate
7. The DPHNO, Nadia
8. The Accounts Officer & Treasurer, DH&FWS, Nadia
9. The Administrative Officer-I, O/o the CMOH, Nadia
10. **Sri Souvik Dey**, for compliance
11. Office Copy

Chief Medical Officer of Health  
& Secretary, DH&FWS, Nadia



SI No : AOO1855  
Name : SMT. ANUMITA KONAR  
Department : Directorate of Employment,  
West Bengal, Labour Department  
Designation : PEON  
Date of Birth : 13/10/1999  
Blood Group : B+

PHOTOGRAPH OF HOLDER



67, Beantock Street, 4th Floor  
Kolkata-700009

(Signature of Issuing Officer)  
Additional Director of Employment (P)  
Directorate of Employment  
Government of West Bengal  
67, Beantock Street, 4th Floor  
Kolkata-700009

Anumita Konar  
(Full Signature of Holder)

14/08/2024  
Date

Date of Issue


Scanned with OKEN Sc

INSTRUCTIONS

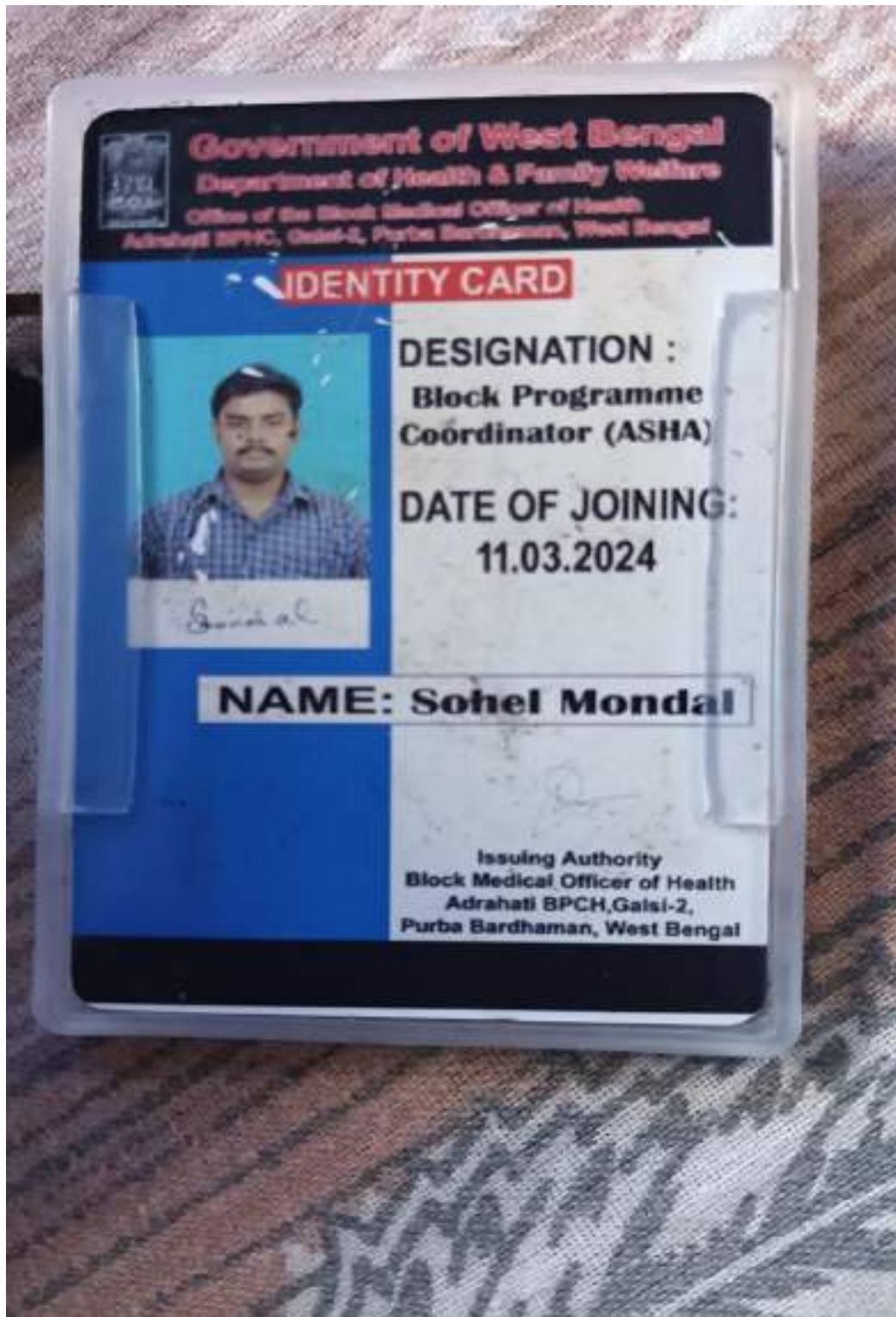
1. This card must be shown at the entrance to State Govt. Offices or whenever required.
2. The holder shall keep the card in his personal custody and shall be responsible for the safe custody thereof. Any loss or subsequent recovery of this card must be reported immediately to the Registrar of the Department concerned.
3. Disciplinary action will be taken against the holder if the card is misused in any way.

GOVERNMENT OF WEST BENGAL

IDENTITY CARD







Government of West Bengal  
Office of the Medical Superintendent Cum Vice Principal  
B.S. Medical College & Hospital, Bankura

No. /BSMC&amp;H/ 2092

Dated:- 17/3/2023

ORDER

Consequent upon the Finance Department vide their U.O No 1413 dated 14.11.05 and U.Ono.4674 Gr.'P'(Service) dated 24.11.05 followed by the order of the Special Secretary to the Govt of West Bengal, Department of Health & Family Welfare, vide No.HF/O/MERT/1312/SS-171/05 dated 19.12.05 and No.HF/O/MERT/220/SS-171/05 dated 1.3.06, Nitish Kumar Sen, ( Statistician ) are hereby selected to act as Senior Resident, BSMC&H, Bankura for one year from the date of his joining in the Department. He/She is directed to join within 15 days from the issue date of this order, failing which it will be treated as cancelled. He/She will get the remuneration as per existing G.O. This order will effect from- 20/03/2023.

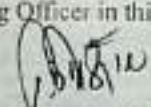
Sl.No	Name of the Senior Resident	Designation	Department
01	Nitish Kumar Sen	Statistician	Community Medicine

The tenure of such placement is one year subject to the condition that he will have to produce satisfactory work performance certificate to the office of the undersigned every month from the Head of the Department Concerned. The above selection may be terminated at any time on one month's Notice or one month's remuneration on either side.

Senior Resident of a Department shall function at a hierarchical level above the rank of the Postgraduate students and below the rank of the Basic Teachers. He/She shall function as per the direction the visiting staff/Faculty Members of the Department and will be responsible for (i) Patient care (ii) Managerial functions entrusted in the order (Copy available from the concerned dept).

The Detailed Head of the Account to which the Charge towards the remuneration of the Senior Resident would be debited shall be "34-Scholarships& Stipends" under the respective major and Sub-majors Heads in respect of the Hospital.

The DDO of the Hospital will act as the drawing & Disbursing Officer in this respect.

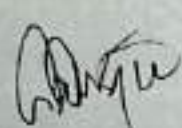
  
Medical Superintendent cum Vice-Principal  
B.S. Medical College & Hospital, Bankura

Memo.No. SR/BSMC&amp;H- 2092/ 8

Dated:- 17/3/2023

Copy forwarded for information and necessary action to:-

- 1) The Director of Medical Education & E.O.S. Govt. of W.B. Deptt. of Health & F.W. Swasthya Bhaban, G.N-29, Sector-V, Salt Lake, Kolkata-91.
- 2) The Director of Health Services & E.O.S. Govt. of W.B. Deptt. of Health & F.W. Swasthya Bhaban, G.N-29, Sector-V, Salt Lake, Kolkata-91.
- 3) The Head of the Department of ( *Com-Med* ) B.S. Medical College, Bankura.
- 4) The Treasury Officer, Bankura.
- 5) The Accounts Officer, BSMC&H, Bankura.
- ✓ 6) Nitish Kumar Sen, (Statistician) B.S.M.C. Bankura.
- 7) D.A. Students Section, BSMC, Bankura.
- 8) Bill Copy.

  
Medical Superintendent cum Vice-Principal  
B.S. Medical College & Hospital, Bankura





14-Nov-2022

PRANTO KUMAR PAL

Vill : Kalitola, P. O. :  
Tribeni, P. S. : Mogra  
Tribeni, Hooghly Hooghly  
West Bengal 712503 India

Dear PRANTO,

We refer to the personal interview you have had with us, and we wish to inform you as under:-

This is to formalize our offer of appointment to you in our organization, **Tata Motors Finance Limited**, with effect from 14-Nov-2022 on the terms and conditions mentioned below. This appointment letter is highly confidential between you and the Company and any disclosure of the same to any third person will be viewed with utmost seriousness.

**1.Designation:** You are appointed as **Assistant Manager - Business Intelligence Unit** at **Lodha Complex, Thane** in **Grade M1**.

**2.Probation Period:** Initially you will be on probation for 6 months. Your confirmation will be communicated to you in writing upon your successful completion of the probation period. You may terminate the contract of employment during the probation by giving one months notice. However, your services shall be terminated by the management at any time during the probationary period without any notice and unless your services are confirmed in writing, you will have no right in the employment of the company. Even after confirmation, your continuation in the employment of the company shall be subject to your continued satisfactory performance.

**3.Compensation:** You shall be paid an annual salary and benefit package totaling to **Rs. 499999** as detailed in Salary Statement to this appointment letter subject to all the relevant tax laws.

Increments will not be automatic but will be subject to your performance, attendance, good conduct, as may be fixed by the Management at its sole discretion.

**4.Duties:** The Company will have the authority to determine and may change from time to time the portfolio of your duties and responsibilities in the Company, which you shall diligently perform.

**5.Exclusivity:** You shall devote yourself exclusively to the performance of your duties in the Company and you shall not during the course of your employment with the Company, be engaged or concerned or interested in any other employment or business whether with or without remuneration. Further, during the period of your employment with the Company, you shall not engage in any endeavor or activity which conflicts with the interests and business of the Company.

#### **TATA MOTORS FINANCE LIMITED**

I Think Techno Campus Building A 3rd Floor Off Park Road 2 Thane West 400 601  
Tel: 91 22 2741 3400 Fax: 91 22 2741 3700 website: www.tmf.co.in CIN: UAN300MN102919C000444  
Registered Office: 14, 4th Floor, 3rd HC Doshaw Building, 1A Hindbrain Circle, Fort, Mumbai 400 001, Maharashtra



**6. Confidentiality:** You shall not divulge any confidential information to any third party nor shall you utilize any of the confidential information for any purpose other than the business of the Company and / or as may be required in the ordinary course of your employment with the Company.

**7. Term of Appointment:** Your appointment shall commence on the date you join the Company (which shall not be later than 14-Nov-2022).

**8. Posting & Transfers:** You will initially be posted at our Lodha Complex, Thane 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.

**9. Resignation and Termination upon confirmation:**

a) This contract of employment is terminable by either side by giving 90 days notice and during the notice period you will have to work and will not be entitled for any leave and your failure to do so may entail monetary damages to you. The Company alone at its discretion may opt to make/accept payment in lieu of notice period, which will be calculated on the basis of the monthly Basic salary. Notwithstanding any terms and the conditions, the Company at its sole discretion may accept or reject your resignation from the services of the Company.

b) However, your services may be terminated by the Company merely by payment of notice pay in lieu of notice which will be calculated on your Basic Salary.

c) Notwithstanding the above, the Company may terminate your services without any (without salary in lieu of notice) in the event you commit any misdemeanor including but not limited to fraudulent, dishonest or undisciplined conduct, breach of integrity, embezzlement / misappropriation of company property, insubordination, insolvency, conviction of any offence involving moral turpitude, irregularity of attendance, unauthorized absence from the place of work for more than ten working days or upon loss of confidence in you by the management or for functional or behavioral incompatibility or upon your conducting yourself in a manner which is regarded by the Company as prejudicial to its own interest or to the interest of its clients.

**10. Suspension:** In case an investigation is to be carried out against you relating to any of the matters mentioned in para. 9 above, your services may be suspended without any subsistence allowance during the period of such investigation / enquiry.

**11. Leave:** You will be entitled to leave as per the Leave Policy of the Company which may vary from time to time at the Company's sole discretion.

### **TATA MOTORS FINANCE LIMITED**





**12. Age of Retirement:** You shall retire from the service of the Company as per the Retirement Policy of the Company from time to time (which currently provides for retirement upon attaining the age of 60 years).

**13. Intellectual Property Rights (IPR):** All IPRs devised, developed or created by you in the course of your employment with the Company shall belong to and be the absolute property of the Company or of such other person as the Company may nominate.

**14. Company Property:** Upon the termination of your employment with the Company, you will not retain or continue to use (unless permitted by the Company in writing to do so) any documents, compilations (bound or unbound), CDs, other electronic media containing any information relating to the Company or its business, equipment, vehicle or residential premises/guest houses of the Company, whether owned or taken on lease by the Company.

**15. Medical Fitness:** You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the Company appointed Practitioner / Clinic / Authority. This is a pre-condition for employment.

The opinion of the Practitioner / Clinic / Authority shall be final and binding. The Company also reserves the right to get yourself examined by Practitioner / Clinic / Authority at anytime during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such a medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Anytime during the period of this contract if you are found to be medically unfit for the job as may be certified by the Company appointed Practitioner / Clinic / Authority, your services are liable to be terminated / determined immediately.

**16. Arbitration:** If any dispute arises between you and the Company with respect to the contract of employment, the parties to this contract shall first endeavour to co-operate to resolve the dispute or controversy by mutual consultation and agreement. All disputes, claims arising out of this contract shall be referred to the Arbitration of a sole Arbitrator nominated by the Company under the Arbitration and Conciliation Act, 1996 or any statutory modifications made thereof from time to time. The venue for the arbitration shall be in Mumbai, India, and the parties shall be subject to the jurisdiction of the Courts in India, which shall have exclusive jurisdiction in the proceedings regarding the enforceability of this contract to arbitrate.

**17. Codes, Policies, Rules & Regulations:** The following codes / policies which have been adopted by the Company will be applicable to you and you shall convey to the Company in writing that you agree to be bound by the same.

- i) The Tata Code of Conduct
- ii) Prevention of Sexual Harassment Policy
- iii) Whistle Blower Policy

**TATA MOTORS FINANCE LIMITED**

SL. No. 774



iv) Such other polices and codes as may be adopted by the Company from time to time at its sole discretion.

During your employment with the Company, you will be governed by the rules and regulations of the Company applicable to you at present and as may be modified or introduced from time to time at the sole discretion of the Company.

**18. Force Majeure:** In the event of any fire, flood, explosion, acts of God, riots, commotion or acts of government or any cause beyond the reasonable control of the company, this contract of employment may be suspended or terminated as the case may be without prior notice.

**19. Other Matters:** Certified copies of your certificates and testimonials, including the proof of your age, together with originals, may please be submitted for verification to Human Resources. If any of the information / documents submitted by you for getting the employment is/are found to be false / bogus / fraudulent / misrepresentation your services being void, abnito, will be terminated forthwith without any notice or payment in lieu thereof.

In accordance with sub-section (2A) of Section 314 of the Companies Act, 1956, you are requested to declare in the "Declaration under the Companies Act" form whether you are in any way related to or have any business connection with any of the Directors of the Company. For your information, a list of the present Directors of the Company is available along with the declaration form.

We request you to return a signed duplicate copy of this Appointment Letter to signify your acceptance of the appointment and the terms and conditions thereof.

It is our pleasure to welcome you into Tata Motors Finance Limited and we wish you a successful and endearing career in the Company.

For Tata Motors Finance Limited

A handwritten signature in dark ink, appearing to read 'Punit Puri'.

Punit Puri

Executive Vice President

Agreed & Accepted:

PRANTO KUMAR PAL

**TATA MOTORS FINANCE LIMITED**

I Think Techro Campus Building A 2nd Floor Off Pdkhank Road 2 Thane West 400 001  
Tel: 91 22 8181 5400 Fax: 91 22 6781 5709 website: www.tmf.co.in CIN: 14AS2006MH198991C000444  
Registered Office: 14/4th Floor, N.H.C. Dindhwar Building, 36, Horniman Circle East, Mumbai 400 001, Maharashtra

SL. No. 774



ANNEXURE A

Name : PRANTO KUMAR PAL  
Designation: Assistant Manager - Business Intelligence Unit  
Department : Business Intelligence Unit  
Location : Lodha Complex, Thane  
Band : Managerial

Pay Component	Monthly Amount	Annual Amount
Fixed		
FIXED	17499	209999
Basic	14583	174999
HRA	2916	35000
FLEXIBLE	21715	260583
Flexi Pay	21715	260583
Retirals	2451	29417
Gratuity	701	8417
Employer_PF	1750	21000
Total Fixed	41665	499999
Total CTC	41665	499999

**TATA MOTORS FINANCE LIMITED**

I Think Techno Campus Building A, 2nd Floor, Off Ekkhyan Road, J. Thane West-400 601  
Tel: 91 22 6161 1400 Fax: 91 22 6161 5705 Website: www.tmf.co.in CIN: UH32066MH199912050444  
Registered Office: 14-4th Floor, 5th HC Daulabai Building, 1A Bandra East Circle, Fort, Mumbai-400 001, Maharashtra



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## Offer Letter

May 24, 2022

Dear Sandipan,

We are happy to offer you the position of **Associate Biostatistician** with Inference Clinical Research Services Pvt. Ltd. on the terms detailed below.

Your Date of Joining will be **1<sup>st</sup> August 2022**.

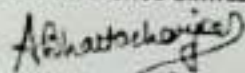
1. **Remuneration:** As discussed and agreed with you, detailed out in the annexure.
2. **Verification:** At the time of joining, you will submit the documents mentioned in the annexure. At any time if the company finds the information submitted to be untrue, the company will reserve the right to terminate the employment forthwith.
3. **Duties:** You will work in the **Biostatistics** function. Your initial joining will be at **Pune** location. After your probation is over, at the company's discretion you may be transferred to a group, or a company located at **Kolkata** on similar terms and with similar job content. You will devote the whole of your time to our business to the best of your ability and shall not be interested or employed directly or indirectly in any other activity.
4. **Rights and Confidentiality:** Any program / product / software / algorithm / documentation ("intellectual property") developed by you during your association with the Company will be the sole property of the Company, and you will have no rights or claims to these whatsoever. You will not disclose, share, sell or distribute any such item of intellectual property without authorization from the appropriate authority in the company. You will keep all information about the company, its products and projects confidential.
5. **Policy:** Your employment will be governed by the Personnel Policy of the company in force from time to time.
6. **Work authorization:** This offer is subject to the assumption that you are a Resident Indian Citizen authorized to take up employment in India. In case this is incorrect you are required to inform us, which may require a separate procedure after confirmation of the status of your employment authorization.

We look forward to your joining and hope that you will enjoy a long and rewarding career with us. In acceptance of this offer, please sign and return a copy of this letter indicating your date of joining.

Thanking You.

Yours Sincerely,

For Inference Clinical Research Services Pvt. Ltd.



Anindita Bhattacharjee

[Director-India Operations]



Date of Offer : 18-Oct-2022

Mr. YUGOJYOTI MUKHERJEE  
TRIBENI MOGRA LINK ROAD  
BAGATI, MOGRA, HOOGHLY, HOOGHLY  
West Bengal - 712148

Subject: Appointment Letter

Dear YUGOJYOTI MUKHERJEE,

We welcome you to Coforge Ltd (hereinafter referred to as "Company") and we are confident that you will build a long and mutually rewarding career with us. We believe that it is professionals like you who can, along with all of us, build a world class organization. The guiding principle behind our endeavor to succeed originates from our Vision "ENGAGE WITH THE EMERGING" and our Mission "TRANSFORM AT THE INTERSECT".

With reference to the discussions that we had with you, we are pleased to offer you the role of **ENGINEER** in the Company and your designation will be **DATA ENGINEER**. Your joining location will be Gurugram.

We are pleased to offer you an Annual Total Compensation of INR. 7,50,013/-. This includes a Variable Compensation of INR. 37,501/-. The earned Variable Compensation may vary, depending on the Company's performance and your performance during the year.

Other details about your compensation are mentioned in Annexure A.

Your appointment will be governed by the terms and conditions of employment specified in Annexure B. You shall be governed by the rules, regulations, and practices of the Company which may change from time to time. In case there is a conflict between the terms and conditions of employment in Annexure B and the prevailing rules, regulations, and practices of the Company in future, the prevailing policy will overrule the terms and conditions prescribed in Annexure B.

Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before 19-Oct-2022. This offer will stand withdrawn, if we do not receive your acceptance of the same within 5 days of receipt of this letter. On your acceptance, this offer shall constitute a valid and binding Employment Agreement between you and Company.

Please also note:

- This offer of appointment is subject to satisfactory professional reference checks and your joining by 19-Oct-2022 (hereinafter "DOJ") as mentioned above. In the event of unsatisfactory outcome of the reference checks, the Company reserves the right to withdraw/revoke the Employment Agreement and/or terminate your employment with immediate effect if you have already joined the Company. In the event there is insufficiency in joining documents, the Company at its sole discretion may defer your DOJ and in such an event, a separate addendum shall be issued to you with the new date of joining. However, all remaining clauses of your employment shall remain same and shall be governed by the terms as mentioned in this offer letter.

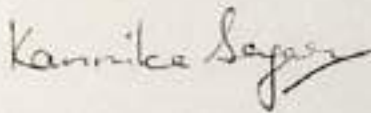
Coforge Limited

Special Economic Zone, Plot No. T2-2 & 2A, Sector - Tech Zone, Greater Noida (UP) - 201308, India.  
Tel: +91 120 4592 300, Fax: +91 120 4592 301 www.coforge.com  
Registered Office: 8, Balaji Estate, Third Floor, Guru Ravi Das Marg, Kalkaji, New Delhi - 110 019, India.  
Tel: +91 11 41029 297, Fax: +91 11 2641 4900 CIN: L72100DL1902PLC048753

- The Company provides long-term career opportunities to every employee. We sincerely hope that you will grow with the organization.
- We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.
- On your accepting this offer, the combination of this offer letter along with the listed Annexures shall form the complete Employment Agreement (and referred to as "Employment Agreement").

Thank you

For Coforge Ltd



**KANNIKA SAGAR**  
**CHIEF PEOPLE OFFICER**

Candidate Signature

Date:

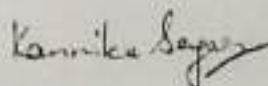
Name : YUGOJYOTI MUKHERJEE Applicant Number : 14276009

Designation : DATA ENGINEER Benefit Plan : Plan Q

## ANNEXURE A - Compensation &amp; Benefits Details

A) Monthly Salary (INR.)	Basic	23,300
	HRA	11,650
	Flexi Basket	6,010
	Conveyance Allowance + LTA	14,446
	Gross Monthly	55,406
B) Annual Benefit (INR.)	PF (as per act)	33,552
	Mediclaime without Parents	8,780
	Life Insurance Premium	5,308
	Annual Benefits Total	47,640
C) Variable Compensation (INR.) (on achievement of 100% goals)		37,501
D) Annual Cost to Company (INR.)		7,50,013

- The Flexi basket consists of conveyance, LTA, vehicle expenses reimbursement (VER) & mobile phone usage. The Flexi basket is a taxable allowance and will be paid on a monthly basis after deductions, if any. If self-owned car is used, expenses towards petrol and maintenance up to INR. 1800/- p.m. (INR. 2400/- p.m. if CC is more than 1.6 litres), and reimbursement towards mobile phone usage charges up to INR. 3000/- p.m. is exempt from tax as per current rules. The flexi basket consists of conveyance amount / transportation facility provided by the company for travel from home to office and back, if applicable.
- Variable Compensation shall be based on your Variable Compensation plan, and Variable Compensation Policy. Employees joining in the last quarter of a financial year (January to March) will not be eligible for Variable compensation payout for that financial year.
- Mediclaime Premium shown above is towards hospitalization coverage for self and dependent nominees as per scheme. This is the standard coverage (for self + 3 dependent nominees, without parents) for your benefit plan, however you will have the option to upgrade (increase coverage amount, or include additional members and/or parents) the plan on your day of joining. In case of any change, the difference in premium will be adjusted from the Flexibasket component of your gross monthly salary. You will also have the option to opt out of company's Mediclaime scheme, by providing proof of documents of being covered through an alternate policy.
- Life Insurance premium is towards the Life Cover for self as per benefit plan and policy.



Authorized Signatory

Candidate Acceptance/Sign Date



## Benefits Offered – Plan Q

S No.	Benefit	Description	Benefit Limit
1	Special Dating Holiday	Additional Paid Leave either on your Birthday/Wedding Anniversary.	One Paid Leave as per your Date of Birth/Wedding Anniversary.
2	Special Dating Allowance	Benefit on your Birthday if you are Single or Wedding Anniversary if you are Married.	INR. 3,000/- once in a Financial Year
3	Leave Travel Allowance	Reimburse your travel expenses incurred on a holiday, and avail tax benefit on the same.	Maximum annual limit is up to one month's basic salary.
4	Insurance	<ul style="list-style-type: none"> <li>• Life Insurance Coverage</li> <li>• Medclaim Scheme with Floater Option of Self + 3 or Self + 5 with/without parents.</li> <li>• Group Personal Accident Insurance Cover</li> </ul>	INR. 25,00,000/-  INR. 1,50,000/- to INR. 30,00,000/-  Accidental claim benefit as per GPAI policy
5	Executive Health-Check Up	Age between 35-40 years: Once in two financial years. Age between 40-45 years: Once in a financial year/ Once in two financial years with rollover benefit.	INR. 3,500/- Annually
6	Gratuity and Superannuation	As per Company Norms	As per Company Norms
7	Gym Facility/Allowance	Gym Facility on premises/ Allowance if gym facility is not available on premises.	Up to INR. 500/- per month
8	Work From Home	Option to work from home in case of any medical exigency (basis approval).	As per Company Policy
9	Company Leased Accommodation	Option to avail Company Leased Accommodation on rent.	As per Benefit Plan & CLA Scheme
10	iRefer	Referral Scheme that offers benefits to refer friends/acquaintances for suitable positions in the organization.	As per iRefer Policy

## Coforge Limited

Special Economic Zone, Plot No. TZ-2 & 2A, Sector - Tech Zone, Greater Noida (UP) - 201308, India.  
 Tel: +91 120 4592 300, Fax: +91 120 4592 301 www.coforge.com  
 Registered Office - 8, Balaji Estate, Third Floor, Guru Ravi Das Marg, Kalkaji, New Delhi - 110 019, India.  
 Tel: +91 11 41029 297, Fax: +91 11 2641 4900 CIN: L72100DL1992PLC048153

## ANNEXURE B - Terms & Conditions of Employment

### 1. Probation Period

- 1.1 You will initially be on probation for a period of six (6) months which may be extended or reduced at the sole discretion of the Company.
- 1.2 During the period of probation, the appointment is terminable either by the Company or by you by serving notice as per clause 6.2 of this agreement or payment of gross salary in lieu thereof as per Notice Period Policy of the Company.
- 1.3 In case you decide to separate your services during the probation period, the Company, at its sole discretion, reserves the right not to accept salary in lieu of notice and relieve you only at the end of applicable notice period or on your completion of any pending assignments.
- 1.4 On successful completion of your probation period and on review of your performance, your appointment to the above post will be deemed confirmed by the Company unless contrary intention is informed to you in writing. All other terms and conditions as mentioned in this Employment Agreement will remain the same.
- 1.5 For computing the probation period, your actual date of joining the Company shall be taken into consideration.

### 2. Duties

- 2.1 You shall comply with the rules, regulations, and procedures as notified by the Company from time to time
- 2.2 During working hours, you shall entirely devote your time, attention, and abilities to further the business interest of the Company.
- 2.3 The Company has the sole discretion to transfer you to any location, to any of the Company's affiliates, as well as seconded from the Company to any of its clients or customers, within India or outside India.
- 2.4 You shall, always, keep your manager promptly and fully informed (in writing if so requested) of your conduct of the business or affairs of the Company, provide such further information, and provide written records and/or explanation as your manager may require.
- 2.5 You shall not, without the Company's prior written consent, be in any way directly or indirectly engaged in or concerned with any other business or employment during or outside your hours of work. You can, however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express permission of the Company.
- 2.6 During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company or create a conflict of interest with the Company. In addition, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.
- 2.7 You shall render services and perform obligations and duties under this Employment Agreement accurately and in accordance with instructions, specifications, procedures, standards, guidelines, timeframe, if any, as issued from time to time by the Company for the performance of services to the satisfaction of the Company.
- 2.8 You shall be responsible for corporate, personnel, and personal taxes, if any and shall indemnify and hold harmless the Company for any liability in this connection.
- 2.9 You shall ensure that all reasonable skill, diligence, and care is taken in accordance with sound industry practices and/ or as specified by the Company from time to time, to the satisfaction of the Company.

#### Coforge Limited

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 Tel.: +91 11 41029 297, Fax: +91 11 2841 4900 CIN: L72100DL1992PLC048753



### 3. Place of work

- 3.1 You will be in employment at any one of Company's offices, its affiliates, or Company's customer locations, as per business requirement.
- 3.2 You can be deputed to any other unit referred as "Posted Unit" at the sole discretion of Company. The terms and conditions of your deputation shall be detailed in the deputation letter issued to you.
- 3.3 The Company reserves the right to transfer you on a temporary or permanent basis to other job functions or departments within the Company, and assign such other duties as may be deemed fit in the interest of the Company.
- 3.4 You shall comply with the Company's rules relating to relocation to or from a Customer location.
- 3.5 You are entitled to certain scheduled benefits which shall be centrally administered by the Company and during the period of administration of such schemes, the legal ownership of any movable or immovable property will remain with Company.

### 4. Taxation

The amount payable by the Company towards salaries and benefits shall be subject to deduction of income tax at source under applicable laws. All other requirements under the Indian tax laws including tax compliance and filing of tax returns shall be fulfilled by you at your own cost.

### 5. Leave

You will be eligible for leave in accordance with the leave policy of the Company as applicable for the time being in force.

### 6. Separation of Employment

- 6.1 You will automatically retire from services on attaining the superannuating age, as per company policy.
- 6.2 Either party may terminate this Employment Agreement, during or after probation, by serving Ninety (90) days of notice period.
- 6.3 The Company may terminate your services immediately and without notice if:
  - a) You commit a crime involving moral turpitude, theft, fraud and deceit;
  - b) Your conduct has adverse effect on the reputation of the Company, its directors and officers;
  - c) You commit any act or omission inconsistent with the duties assigned to you;
  - d) You are found to be in gross negligence or willful misconduct or misdemeanor;
  - e) You breach any of the terms and conditions of this Employment Agreement, or the Company's policies and Code of Conduct;
  - f) You provide false information to the Company at the time of your joining; or
  - g) Your performance is determined by the Company to be unsatisfactory.
- 6.4 The company has a zero-tolerance policy towards sexual harassment. When allegations of sexual harassment are made, the Employer will investigate them and, if substantiated, take disciplinary action which may even mean termination of services.
- 6.5 To accommodate business objectives, notice period policy is subject to change by Company, and the updated policy shall be applicable to you.
- 6.6 If you absent yourself without leave or remain absent beyond the period of leaves originally granted or subsequently extended, you shall be considered as having voluntarily resigned from employment without any notice unless you:
  - a) Return to work within eight (8) days of commencement of such absence; or

Coforge Limited

Special Economic Zone, Plot No. T2-2 & 2A, Sector - Tech Zone, Greater Noida (UP) - 201308, India.  
Tel.: +91 120 4592 300, Fax: +91 120 4592 301 www.coforge.com  
Registered Office - 8, Balaji Estate, Third Floor, Guru Ravi Das Marg, Kalkaji, New Delhi - 110 019, India.  
Tel.: +91 11 41029 297, Fax: +91 11 2641 4900 CIN: L72100DL1992PLC048753

b) Submit proofs in case of a medical / legal emergency.

6.7 At the time of discontinuation of your employment for any reason (resignation, separation, retirement, or any other), you shall submit a Separation Certificate as in Annexure D.

## 7. Code of Conduct

- 7.1 You shall always, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- 7.2 You shall honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.
- 7.3 The Company has released its Code of Conduct to address working standards, business interests, and protect the reputation of the Company. You will be required to adhere to Code of Conduct once you join the Company.

## 8. Representation and Warranties

- 8.1 The Company has made the offer of employment based on the bona fide statements and documents provided by you in your application form for employment. At the time of employment or during employment if the Company finds the information provided to be false or misleading, it reserves the right to terminate your services without notice.
- 8.2 You shall indemnify and hold the Company harmless against all costs, loss and damage that may be caused to the Company due to such misrepresentation. By signing this Employment Agreement, you also irrevocably consent to the Company collecting, using, and disclosing your personal information for various purposes including:
- Initiate all necessary background check through various third-party agencies;
  - Implement the terms and conditions of various contracts entered by the Company; and
  - Comply with relevant laws.

## 9. Non-Solicitation and Non-Compete

You shall not, during a period ending twelve (12) months after termination of your employment, however caused, directly, or indirectly:

- Hire or engage or attempt to hire or engage any individual who is or was an employee, contractor or consultant of the Company (or any associated company) at any time during the twelve (12) month period prior to the termination of the employment, and who was personally known to you in the course of, or as a result of, your employment with the Company; or
- Solicit or persuade any customer of the Company to cease doing business with the Company or to reduce the amount of business that the customer would normally do with the Company.

You shall not, directly, or indirectly (whether as an employee, consultant, proprietor, partner, director, or otherwise), engage in any Competitive Activity in any of the "Restricted Territories" as defined below.

The term "Competitive Activity" shall mean the whole of the business activity carried on or engaged by or pursued by the Company and/or its affiliates and includes, but not limited to directly or indirectly, contacting or soliciting the business of any Customer for the purposes of selling goods and services provided by the Company or any of its affiliates.

The term "Restrictive Territories" shall mean each and every country, province, state, county, city, or other political subdivision of the world in which the Company or any of its affiliates is engaged in business or otherwise sells its respective products and services, now or in the future up to and including the date (if any) on which you commence employment with another employer.

The term "Customer" shall mean any person or business entity that has purchased goods or services from the Company or any of its affiliates, or any person or business entity that has contacted the Company or any of its affiliates for purposes of soliciting business (but excluding general solicitation) within the last

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twelve (12) months prior to your termination of employment with the Company.

## 10. Confidentiality & Intellectual Property

10.1 In this Employment Agreement, the term "Confidential Information" means the Confidential Information of the Company as set forth below:

a) **Company Internal Information which includes but is not limited to:**

- (i) Tax records, financial information, such as the Company's earnings, assets, debts, prices, pricing structure, estimates, volumes of customers;
- (ii) Employee / personnel database, any information or data pertaining to or in relation with the past and current employees of the Company;
- (iii) Transaction details such as names or addresses, terms of services, contracts of particular transactions, or related information about potential customers, marketing information such as details about ongoing or proposed marketing programs or agreements by or on behalf of the Company, projections, sales forecasts or results of marketing efforts or information about impending transactions;
- (iv) Customer information, such as any compilation of past, existing, or prospective customers, customers' proposals or agreements between customers and status of customers' accounts or credit, or related information about actual or prospective customers, customer lists, knowledge of customer needs and preferences;
- (v) Vendor and service provider information, prices, and terms at which procurements are made by the Company.

b) **Technical Information which includes but is not limited to:**

- (i) All technical data, information concerning databases, source code, object code, research, product plans, products, services, trade secrets or know-how;
- (ii) Information relating to software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information;
- (iii) Information relating to trade secrets, confidential knowledge, data;
- (iv) Other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, data bases and any other original works of authorship.

c) **Business Information which includes but is not limited to:**

- (i) Business plans, mechanisms, business related functions, activities, business systems, processes, and services;
- (ii) Trade secrets, business strategies, marketing strategies, methods of operation, and market information;
- (iii) Other valuable information, confidential information, and trade-related information relating to the business and activities of the Company, and useful or necessary for the success of the Company's business and activities.

10.2 All the Intellectual Property arising out of this Employment Agreement with respect to the services provided by you shall vest solely with the Company. You shall not, during the term of this Employment Agreement and for a period of twelve (12) months after the termination of your employment, create any Intellectual Property for any third party that is substantially similar to any created by you for the Company.

10.3 You hereby acknowledge and agree that all rights, title, and interests in the Intellectual Property arising out of services provided by you pursuant to this Employment Agreement shall vest solely and absolutely in the Company.

10.4 You hereby undertake that you will not apply for any copyright, trademark, patent, or any intellectual property in relation to any of the Intellectual Property and Confidential Information provided by the Company pursuant to this Employment Agreement or developed by you either solely or jointly with the Company subsequent to the execution of this Employment Agreement.

10.5 You shall fully disclose, deliver, and transfer to the Company and perpetually assign to the Company, your entire right, title and interest, including moral rights, and on a worldwide basis, in and to any and all Intellectual Property whether patentable or copyrightable or not, originated, conceived, acquired or developed by you, either solely or jointly with others, arising out of the performance of the services



- provided to the Company by you under this Employment Agreement.
- 10.6 You will assist the Company and, if required by the Company, a customer in every way during and subsequent to the term of this Employment Agreement, to obtain for its or their own benefit the patents, copyrights, or other legal protection over such Intellectual Property in any and all countries in the world; and to do all such lawful acts to protect the Company's rights, title and interests, including the giving of testimony. You will be compensated by the Company for time spent in fulfilling these obligations at the same rate as for performing services hereunder.
  - 10.7 You will make and maintain adequate and current written records of your work to document all such work and Intellectual Property, in the form of notes, sketches, drawings or reports relating thereto, which shall be delivered to or made available to the Company upon request at all reasonable times.
  - 10.8 You recognize that, by virtue of this Employment Agreement, you will be given and shall have access to specialized technical know-how, information, data, and other confidential and proprietary information of the Company as well as information of its customers. You undertake not to divulge or communicate to any person (unless required by law or by any regulation or by any governmental authority with proper authority) or use or exploit for any purpose whatsoever, any of the trade secrets or confidential knowledge or information of the Company and the customer which he may receive or obtain as a result of entering into this Employment Agreement. This obligation and restriction on you shall continue to apply without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain through no fault of yours, or was already known by you prior to the disclosure by the Company.
  - 10.9 Without limiting the foregoing, you agree to hold the Company's Confidential Information in strict confidence and to use the same measures and degree of care that one would use to prevent disclosure of own Confidential Information of like importance, but in no instance less than reasonable care.
  - 10.10 You agree that you will not, during the time of your employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and that you will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person, or entity unless consented to in writing by such employer, person, or entity.

## 11. Conflict of Interest

- 11.1 You shall engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments whether the same is part-time (or 'moonlight' or freelance) or full-time, in an advisory capacity or otherwise, directly, or indirectly.
- 11.2 You shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall conflict with your commitments to the Company under this agreement.

## 12. Performance Management and Salary Revision

You will be subjected to Annual Performance Review of the respective year. Your career and compensation progression will be based on your performance and Company policies prevailing at that point of time.

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**13. Medical Fitness**

- 13.1 Your appointment is subject to your being declared as medically fit by a doctor identified by the Company and communicated to you.
- 13.2 Company has the right to get you medically examined by any certified medical practitioner during the period of your employment. In case you are found medically unfit to continue the job, your service would be liable for termination.

**14. Non-Disparagement**

You will not, at any time during the term of your employment and thereafter, make statements or representations, or otherwise communicate, directly or indirectly, in writing, orally, or otherwise, or take any action which may, directly or indirectly, disparage the Company or its respective officers, directors, employees, advisors, and businesses.

**15. General**

- 15.1 The designation assigned to you is subject to change depending upon work assignments made to you from time to time.
- 15.2 You must submit documents mentioned in check list in Annexure C.
- 15.3 This Employment Agreement shall be governed and construed in accordance with the laws of India. Any dispute arising under this Employment Agreement shall be subject to the local courts where you are based.
- 15.4 You will inform in writing to the Base unit of any change of address within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- 15.5 You agree that you will intimate or keep the Company informed of any agreements, oral or written, which you may have entered into and which may relate to or affect your commitments under this Employment Agreement.
- 15.6 The invalidity or unenforceability of any clause of this Employment Agreement shall not affect the binding effect of the balance of the Agreement.
- 15.7 You acknowledge that the services to be rendered pursuant to this Employment Agreement are unique and personal. Accordingly, you shall not assign any of your rights or delegate any of your duties or obligations under this Employment Agreement.

**Coforge Limited**

## Acceptance

I, agree to accept the employment on the terms and conditions specified in this Employment Agreement and the Annexures.

Name:

---

Signature:

---

Place:

---

Date:

---

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**ANNEXURE C – List of documents required on date of joining  
(If not submitted already)**

1. Your copy of the appointment letter
2. Five passport size and two stamp size photographs with plain background
3. Information of your blood group
4. Qualifications documents – Graduation onwards till highest qualification (Final year/semester mark sheet & Degree/Passing Certificate(s))
5. If you have been working earlier :
  - a) Relieving Letter/Resignation acceptance letter/Experience Certificate from the previous employer
  - b) Appointment letter of the previous employer
  - c) Name of the Provident Fund Trust (in case it was a trust) and UAN Number
  - d) Your Provident Fund and Family Pension Fund Account Numbers
6. Copy of Passport (Indian/Non-Indian)
7. Copy of PAN Card
8. Copy of Aadhaar Card
9. Nominations (Name(s) & Date(s) of Birth) to be made for Mediclaim Scheme
10. In case you wish to opt out from company's Mediclaim scheme, you need to provide proof of documents of being covered through an alternate personal medical insurance policy.

## ANNEXURE D

## Separation Certificate

*(To be submitted by the Employee at the time of separation)*

1. This is to certify to \_\_\_\_\_ (the "Company") that, at the time of my separation of services from the Company, I have delivered all Company property including but not limited to Company's Confidential Information as specified in the Confidentiality & Intellectual Property Agreement annexed to my employment agreement ("Employment Agreement").
2. I further certify to the Company that I have returned all devices and equipment belonging to the Company (including Laptop, handheld electronic devices, telephone equipment, and other electronic devices), Company credit cards, records, data, notes, notebooks, forms, reports, files, studies, memoranda, manuals, plans, proposals, lists, correspondence (including emails and any other electronic correspondence), specifications, drawings, blueprints, sketches, materials, photographs, charts, magnetic media, and any other documents and property, and reproductions of any and all of the aforementioned items that were developed by me pursuant to my employment with the Company, obtained by me in connection with my employment with the Company, or otherwise belonging to the Company or its clients, vendors, or third parties.
3. I undertake to preserve as confidential all Confidential Information (as defined in the Confidentiality and Intellectual Property Clause) and I hereby confirm that I shall not use or disclose Confidential Information for any purpose either directly or indirectly either by myself or in conjunction with some other person.
4. I further certify that I have complied with all the terms and conditions of the Employment Agreement and will continue to comply with certain specific obligations including but not limited to non-compete, non-solicitation, and non-disparagement as contained in the Employment Agreement.
5. Any experience gained by me in the course of employment with the Company shall not be termed as Confidential Information and the Company shall have no objection to using this experience in any manner whatsoever.

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SL. No. 776

# Coforge

## Joining Commitments

18-Oct-2022

Mr. YUGOJYOTI MUKHERJEE  
TRIBENI MOGRA LINK ROAD  
BAGATI, MOGRA, HOOGHLY, HOOGHLY  
West Bengal - 712148

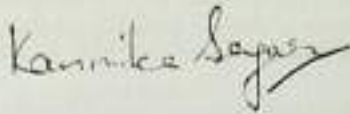
Dear YUGOJYOTI MUKHERJEE,

We are pleased to inform you that you will be paid the following allowances/bonuses -

1. Joining Bonus - One time joining bonus of INR. 15,000. Please note this amount will be paid in your second month payroll. The amount will be recoverable from you in full if you resign from the organization before completing one year of service from the Date of Joining.

Please note any tax liability will be borne by employee.

Yours sincerely,



KANNIKA SAGAR  
CHIEF PEOPLE OFFICER

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**Campus Recruitment \_ Rentokil PCI \_ 11.05.2023 \_ 11 AM \_ SN Tagore Civil Services Study Centre / Alumni Hall (behind Statistics Dept)**

Wasim Bari <wasim.bari@rentokil-pci.com>  
To: P & SWO BU <pswo@buruniv.ac.in>  
Cc: "Dean, Science, Bu" <dean\_science@buruniv.ac.in>

22 August 2023 at 17:09

Dear Sir,

Good Afternoon and greetings for the Day from Rentokil PCI.

It is indeed our great privilege to inform you further that in phase 2 two we have shortlisted 4 more Talents from this campus, so it will be total of seven nos candidates will get this joining offer letter soon. Also, like to inform during our initial communication of this campus interview we offer positions for **Operations Executive / Biologist / Sales Executive** which are field jobs (On confirmation, CTC for all these ref positions will be between Rs.2.88 L to Rs.3.10 L/p.a. Sales and Operations Executive will also get Performance based variable monthly incentive). During the final interview, we found a few candidates showing interest in the Desk Jobs and one such position of **Customer Care Executive** is available now, and would like to share the CTC for the same (approx CTC will be Rs.2.16 L/p.a + Performance base variable monthly incentive) with all statutory benefits as applicable.

Pl. find the final list of short-listed candidates who will receive this joining offer letter along with the location.

1. Naba Kumar Mallik - Sales Executive
2. Abontika Das - Sales Executive
3. Soumya Kar - Sales Executive
4. Rwitaja Chattopadhyay- Sales Executive
5. Sabyasachi Chakraborty-Operations Executive
6. Rajat Mistry -Operations Executive
7. Raima Sarkar- Customer Care Executive

We are really grateful to all of you and would like to share our high gratitude to all the Honourable Sirs for their support and co-ordination to conduct this campus interview and we feel proud to get such an opportunity to conduct a campus interview in your prestigious University. We wish a bright and successful career to all the selected candidates in this great Global Organization Rentokil PCI and welcome them to our Rentokil PCI Family.

Regards,

**Wasim Bari | General Manager Rentokil PCI**

West Bengal, Assam, Bihar &amp; Jharkhand

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M. +91 (0) 9339987632

W. [www.rentokil-pestcontrolindia.com](http://www.rentokil-pestcontrolindia.com)

On Tue, 4 Jul 2023 at 14:06, P &amp; SWO BU &lt;pswo@buruniv.ac.in&gt; wrote:

Sir,  
Thanking You once again on behalf of The University of Burdwan, for having considered our Campus for Recruitment(s), I would like to confirm that the students would be able to join from mid of August 2023, upon completion of all exams, viva-voce etc.

Thanking You  
Yours Sincerely

Placement & Students' Welfare Officer  
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We need your confirmation with the earliest date of their joining so that we can share the offer letter accordingly.

Regards,

**Wasim Bari | General Manager Rentokil PCI**

West Bengal, Assam, Bihar &amp; Jharkhand

To,

Mr. Ankit Ghosh

**Dear Mr. Ankit Ghosh**

It gives us great pleasure to extend to you an offer to join our Organization as a **"Trainee - Production"** at **Dahej**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21.08.2023**. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

You will be paid a stipend as per Annexure A.

You are required to carry the following documents at the time of joining:

1. 2 Sets of Attested photocopies of Educational Certificates.
2. Proof of Date of Birth.
3. Employment Relieving Letter from Previous Employer.
4. Certificate for last drawn salary.
5. Four Passport Size photographs.
6. Copy of PAN Card.
7. College/University Authorization Letter (In case of Last Semester/Year Result is Pending).

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This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed by you towards the acceptance of our offer.

Yours sincerely,

For **Glenmark Life Sciences Ltd.**,



**Senior Manager – Human Resources**

**Glenmark Life Sciences Limited.**

Plot No. Z-103/I, SEZ, Phase-II, Tal. Vagra, Dist. Bharuch, Gujarat, Dahej - 392130, India

Registered Office: Plot No. 170-172, Chandramouli Industrial Estate, Mohol Bazarpetik, Solapur - 413 213, India.

T : (02641) 681 501 CIN: L74900PN2011PLC139963 E: [complianceoffice@glenmarklifesciences.com](mailto:complianceoffice@glenmarklifesciences.com) W: [www.glenmarklifesciences.com](http://www.glenmarklifesciences.com)

Glenmark/Ankleshwar/HR/Apr/003  
29<sup>TH</sup> JUNE, 2023

To,  
Kartick Pal,  
Vill-Kulki, P. O-Mirga Chatra, P. S-Goghat,  
District-Hooghly, West Bengal Pin-712602

Dear Pal,

It gives us great pleasure to extend to you an offer to join our Organization as a **Trainee – Production** at **Ankleshwar**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21-08-2023**.

You will be paid a stipend as per Annexure A.

You are required to carry the following documents at the time of joining:

1. 2 Sets of Attested photocopies of Educational Certificates.
2. Proof of Date of Birth.
3. Employment Relieving Letter from Previous Employer.
4. Certificate for last drawn salary.
5. Four Passport Size photographs.
6. Copy of PAN Card.
7. College/University Authorization Letter (In case of Last Semester/Year Result is Pending).


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This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed by you towards the acceptance of our offer.

Yours sincerely,

For Glenmark Life Sciences Ltd.,

  
Deputy General Manager – Human Resources



To,

Mr. Sourav Chatterjee

**Dear Mr. Sourav Chatterjee**

It gives us great pleasure to extend to you an offer to join our Organization as a **“Trainee - Production”** at **Dahej**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21.08.2023**. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

You will be paid a stipend as per Annexure A.

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Yours sincerely,

For **Glenmark Life Sciences Ltd.**,



**Senior Manager – Human Resources**

**Glenmark Life Sciences Limited.**

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T: (02641) 681 501 CIN: L74900PN2011PLC139963 E: [compliance@glennmarklifesciences.com](mailto:compliance@glennmarklifesciences.com) W: [www.glenmarklifesciences.com](http://www.glenmarklifesciences.com)

Glenmark/Ankleshwar/HR/Apr/001  
29<sup>TH</sup> JUNE, 2023

To,  
Sourav Hazra  
Vill- Nabinchak, P.O-Balaichak, P.S-Khanakul,  
District- Hooghly, Pin -712416, West Bengal

Dear Hazra,

It gives us great pleasure to extend to you an offer to join our Organization as a **Trainee – Production** at **Ankleshwar**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21-08-2023**.

You will be paid a stipend as per Annexure A.

You are required to carry the following documents at the time of joining:

1. 2 Sets of Attested photocopies of Educational Certificates.
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This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed by you towards the acceptance of our offer.

Yours sincerely,

For Glenmark Life Sciences Ltd.,

  
Deputy General Manager – Human Resources



To,

Mr. Sautrik Chatterjee

**Dear Mr. Sautrik Chatterjee**

It gives us great pleasure to extend to you an offer to join our Organization as a **"Trainee - Production"** at **Dahej**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21.08.2023**. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

You will be paid a stipend as per Annexure A.

You are required to carry the following documents at the time of joining:

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Yours sincerely,

For **Glenmark Life Sciences Ltd.**,



**Senior Manager – Human Resources**

**Glenmark Life Sciences Limited.**

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**Campus Recruitment Result Announcement\_Aurigene Discovery Technologies Limited**

4 messages

Divya Thakur <divya\_t@aurigene.com>  
To: P & SWO BU <pswo@buruniv.ac.in>  
Cc: Preeti Sharma <preeti\_s@aurigene.com>

14 April 2022 at 10:39

Dear Arijit,

Greetings from Aurigene!

We are pleased to announce that the below student from Burdwan University is selected for the position of Technical Trainee:

Sr No.	Name	Highest Qualification
1	Soumik Nandi	M.Sc. Chemistry

We look forward to have onboard above student. We believe their candidature will make an excellent addition in Aurigene.

Job Details		
1	<b>Name of the Company</b>	Aurigene Discovery Technologies Limited
2	<b>Department</b>	Medicinal Chemistry
3	<b>Position</b>	Technical Trainee <b>Note:</b> Students will be hired as Technical Trainee and they will be trained under our scientist for one year. Post completion of training period they will be confirmed as Research Associate-1 with salary hike.
4	<b>Job Profile</b>	<ul style="list-style-type: none"><li>Exposure to the pre-clinical drug discovery program.</li><li>Involve in different stages of drug discovery process.</li><li>Practical knowledge of all aspects of synthetic organic chemistry.</li><li>Training by an experienced scientist on various types of experiments in organic synthesis and analysis.</li><li>Training and guidance on scientific record writing and keeping.</li><li>Training on laboratory safety protocols.</li><li>Cross functional interaction and learning.</li></ul>
5	<b>Job Location</b>	Bangalore, Karnataka
6	<b>Salary Package</b>	<b>3.0 LPA</b> Special Bonus –Eligible for a special bonus of Rs.1,50,000 /- which will be paid as per the below details: <ul style="list-style-type: none"><li>Pay-out: Rs.50,000/- on completion of 18 months &amp; Rs.1,00,000/- on completion of 30 months of service from date of joining.</li><li>Pay-out is subject to employee being on active rolls of the company.</li></ul>
7	<b>Any bond or fee</b>	N/A

**Please note:** Request you to confirm if above mentioned selected students are interested to join Aurigene. Post your confirmation, we will share the offer letter with Soumik separately by next week.

Please feel free to get in touch with me in case of any query.

**Regards,**

Divya Thakur

Aurigene Discovery Technologies Limited

39-40 KIADB Industrial Area, Electronic City,

Phase II, Bangalore – 560100,

Mob: +91-6264219430

e-mail: divya\_t@aurigene.com

www.aurigene.com

SL. No. 789



---

**P & SWO BU** <psw@buruniv.ac.in>  
To: Divya Thakur <divya\_t@aurigene.com>

14 April 2022 at 20:48

Madam,

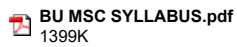
Thanking You for your consideration of our student Shri Soumik Nandi of MSc Chemistry batch for the position of Technical Trainee with Aurigene Discovery Technologies Limited, we hereby confirm the joining of Shri Soumik Nandi for the above referred position.

Additionally, as requested the syllabus of MSc Chemistry is also attached for your kind perusal.

Yours Sincerely  
Arijit Adhya  
Placement and Students Welfare Officer  
[Quoted text hidden]

---

**2 attachments**



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**Divya Thakur** <divya\_t@aurigene.com>  
To: P & SWO BU <psw@buruniv.ac.in>  
Cc: Preeti Sharma <preeti\_s@aurigene.com>

18 April 2022 at 08:00

Dear Arijit,

Thanks for confirming.

We will take it ahead from here & keep you posted about further formalities/trainings for Soumik.

Regards,

Divya

---

**From:** P & SWO BU <psw@buruniv.ac.in>  
**Sent:** 14 April 2022 20:48  
**To:** Divya Thakur <divya\_t@aurigene.com>  
**Subject:** Re: Campus Recruitment Result Announcement\_Aurigene Discovery Technologies Limited

**CAUTION:** This email originated from OUTSIDE of Aurigene Discovery Technologies Ltd. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[Quoted text hidden]

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**P & SWO BU** <psw@buruniv.ac.in>  
To: soumknandi99@gmail.com

18 April 2022 at 15:53

Thanking You  
Yours Sincerely

Placement & Students' Welfare Officer  
The University of Burdwan



To,

Mr. Sourav Ghosh

**Dear Mr. Sourav Ghosh**

It gives us great pleasure to extend to you an offer to join our Organization as a **"Trainee - Production"** at **Dahej**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21.08.2023**. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

You will be paid a stipend as per Annexure A.

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Yours sincerely,

For **Glenmark Life Sciences Ltd.**,



**Senior Manager – Human Resources**

**Glenmark Life Sciences Limited.**

Plot No. Z-103/I, SEZ, Phase-II, Tal. Vagra, Dist. Bharuch, Gujarat, Dahej - 392130, India

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T : (02641) 681 501 CIN: L74900PN2011PLC139963 E: complianceofficer@glenmarklifesciences.com W: www.glenmarklifesciences.com

Glenmark/Ankleshwar/HR/Apr/002  
29<sup>TH</sup> JUNE, 2023

To,  
Subir Mondal,  
S/O:- SWAPAN MONDAL, VILLAGE:-GOKRUL,  
P.O.:- KUKHUTIA, P.S.:- DUBRAJPUR, DIST.:- BIRBHUM, PIN:- 731123

Dear Mondal,

It gives us great pleasure to extend to you an offer to join our Organization as a **Trainee – Production** at **Ankleshwar**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21-08-2023**.

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Yours sincerely,

For **Glenmark Life Sciences Ltd.**,

  
Deputy General Manager – Human Resources



To,

Mr. Sushanta Dey

**Dear Mr. Sushanta Dey**

It gives us great pleasure to extend to you an offer to join our Organization as a "Trainee - Production" at **Dahej**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21.08.2023**. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

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**Senior Manager – Human Resources**

**Glenmark Life Sciences Limited.**

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T: (02641) 681 501 CIN: L74900PN2011PLC139963 E: complianceofficer@glenmarklifesciences.com W: www.glenmarklifesciences.com



To,

Mr. Uday Maji

**Dear Mr. Uday Maji**

It gives us great pleasure to extend to you an offer to join our Organization as a **“Trainee - Production”** at **Dahej**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization. You are required to join as early as possible, but not later than **21.08.2023**. This offer stands invalid in event of being found unfit after pre-employment medical check-up.

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**Senior Manager – Human Resources**

**Glenmark Life Sciences Limited.**

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T : (02641) 681 501. CIN: L74900PN2011PLC139963. E: [complianceofficer@glenmarklifesciences.com](mailto:complianceofficer@glenmarklifesciences.com) W: [www.glenmarklifesciences.com](http://www.glenmarklifesciences.com)



## Roy's Institute of Competitive Examination Pvt. Ltd.

CIN: U80903WB2000PTC090934

Dated: 17-05-2023

To,  
Ms. Nazia Talat  
Rahimpura, Kulti, Paschim Bardhaman, Pin-713343

**Subject: Offer Letter**

Dear Ms. Talat,

This has reference to your application for employment in our organization, subsequent to the interviews that you have had with us.

We are pleased to offer you the position of **Trainee Teacher-English** effective **01-08-2023** on the terms and conditions as negotiated with you.

- You will be in a training period for the first three months from the date of your joining and your monthly CTC would be **Rs. 27,100/- (Gross Salary- Rs. 25,000/- per month)**
- After successful completion of your training period your monthly CTC would be **Rs. 32,520/- (Gross Salary- Rs. 30,000/- per month)**

Please note that this is merely a letter of offer. Subsequent to your joining, the standard appointment letter will be issued to you, subject to this organization receiving and verifying the copies of the following documents:

1. Copy of your latest resume
2. Education Certificates (Starting from 10th standard)
3. Proof of Date of Birth
4. Copy of PAN Card
5. Copy of Aadhaar Card
6. Local Address proof
7. Passport Size Photographs (2)
8. Work Experience Certificates
9. Relieving Letter from the last employer
10. Salary Slips from Last employer (for last 3 months)
11. Acceptance of Resignation from the previous employer
12. Two References for verification
13. UAN no (if applicable)
14. Copy of Cancelled Cheque
15. Final COVID vaccination certificate



**Roy's Institute of Competitive Examination Pvt. Ltd.**

**CIN: U80903WB2000PTC090934**

Kindly confirm your acceptance on duplicate copy of this letter and indicate your date of joining.

With Best Wishes,

A handwritten signature in black ink, appearing to read "Sovan Basu", is written over a light grey rectangular background.

**Sovan Basu**  
**Group Head-HR**



## Roy's Institute of Competitive Examination Pvt. Ltd.

CIN: U80903WB2000PTC090934

### Salary Annexure

Sr No	Components	Revised Salary (Rs)
1.	Basic	12500
2.	HRA	3750
3.	Special Allowance	3750
4.	Monthly Fixed Allowance	5000
	<b>Total Gross per month</b>	<b>25000</b>
	Retiral & Other Benefits	2100
	<b>Monthly CTC</b>	<b>27100</b>

A handwritten signature in black ink, appearing to read "Sovan Basu", is positioned above the printed name.

**Sovan Basu**  
Group Head - HR





## Roy's Institute of Competitive Examination Pvt. Ltd.

CIN: U80903WB2000PTC090934

Dated: 17-05-2023

To,  
Mr. Tamoghna Mukherjee  
Tarakeswar Guest House Road (6 No Ward), Tarakeswar, Hooghly, Pin-712410

**Subject: Offer Letter**

**Dear Mr. Mukherjee,**

This has reference to your application for employment in our organization, subsequent to the interviews that you have had with us.

We are pleased to offer you the position of **Trainee Teacher-English** effective **01-08-2023** on the terms and conditions as negotiated with you.

- You will be in a training period for the first three months from the date of your joining and your monthly CTC would be **Rs. 27,100/- (Gross Salary- Rs. 25,000/- per month)**
- After successful completion of your training period your monthly CTC would be **Rs. 32,520/- (Gross Salary- Rs. 30,000/- per month)**

Please note that this is merely a letter of offer. Subsequent to your joining, the standard appointment letter will be issued to you, subject to this organization receiving and verifying the copies of the following documents:

1. Copy of your latest resume
2. Education Certificates (Starting from 10th standard)
3. Proof of Date of Birth
4. Copy of PAN Card
5. Copy of Aadhaar Card
6. Local Address proof
7. Passport Size Photographs (2)
8. Work Experience Certificates
9. Relieving Letter from the last employer
10. Salary Slips from Last employer (for last 3 months)
11. Acceptance of Resignation from the previous employer
12. Two References for verification
13. UAN no (if applicable)
14. Copy of Cancelled Cheque
15. Final COVID vaccination certificate

SL. No. 795



**Roy's Institute of Competitive Examination Pvt. Ltd.**

**CIN: U80903WB2000PTC090934**

Kindly confirm your acceptance on duplicate copy of this letter and indicate your date of joining.

With Best Wishes,

A handwritten signature in black ink, appearing to read "Sovan Basu", is written over a light grey rectangular background.

**Sovan Basu**  
**Group Head-HR**



## Roy's Institute of Competitive Examination Pvt. Ltd.

CIN: U80903WB2000PTC090934

### Salary Annexure

Sr No	Components	Revised Salary (Rs)
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2.	HRA	3750
3.	Special Allowance	3750
4.	Monthly Fixed Allowance	5000
	<b>Total Gross per month</b>	<b>25000</b>
	Retiral & Other Benefits	2100
	<b>Monthly CTC</b>	<b>27100</b>

A handwritten signature in black ink that reads "Sovan Basu".

**Sovan Basu**  
Group Head - HR

1/422766/2023

संसार: 'फूडकोर्पोरेशन'  
GRAM: 'FOODCORP'

फैक्स नं.:  
एचएफसीआईएनडी  
Fax No. HFCl ND  
00 91 11 2341 3241  
00 91 11 4352 7433

भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय:  
नई दिल्ली  
HEAD QUARTERS:  
New Delhi

16-20, बाराखम्बा रोड, नई दिल्ली - 110011, दूरभाष: 011-43527697, 43527698  
16-20, BARAKHAMBDA LANE, NEW DELHI -110001, PHONE: 011-43527697, 43527698

No. FCI HQ-E-II012/3/2023-ESTT

Date: As per signature

Subject: OFFER OF APPOINTMENT FOR THE POST OF ASSISTANT GRADE-III(HINDI) IN FOOD CORPORATION OF INDIA.

Shri RAJ KUMAR SHAW (UR-UR), S/o Sh BIJAY KUMAR SHAW (Date of Birth: 29.10.1995) (Roll No. 2341001535) is hereby offered appointment to the post of Assistant Grade-III(Hindi) in the Food Corporation of India on the following terms and conditions: -

1. He/She will be eligible to draw Basic pay of Rs 28,200/- per month in the pay scale of Rs. 28200 to 79,200 under IDA pattern, in addition to allowances as admissible subject to the conditions laid down in Rules/Regulations and Orders of the Corporation issued from time to time governing the grant of such allowances.
2. He/She will be on probation for a period of one year from the date of appointment which may be extended for a further period not exceeding one year at the discretion of the Appointing Authority. His/her service conditions shall be regulated as per FCI (Staff) Regulations, 1971 Rules instructions & guidelines issued thereof and as amended from time to time. During the period of probation, he/she shall be liable to be discharged from service without assigning any reason by giving a notice of 30 days or pay and allowances in lieu thereof. An employee who has satisfactorily completed his probation shall thereafter be confirmed.
3. Appointment will be subject to the verification of character and antecedents. In the event of any adverse information in this regard received against you from the concerned authorities, the appointment as ASSISTANT GRADE-III (HINDI) shall be terminated forthwith.
4. His/Her appointment is subject to the provisions of the Food Corporations Act 1964 and the Rules and Regulations framed there under & amended from time to time and also such orders and directions issued by the Corporation from time to time.
5. He/She will be liable to serve in any part of India. Presently he/she is posted to FCI, Headquarters, New Delhi for further deployment.
6. An employee may resign from the services of the Corporation by giving 30 days Notice during probation period or 90 days Notice after satisfactorily completing his/her probation period; or by paying compensation in lieu of such notice or for the shortfall in the notice period. The Competent Authority may accept the resignation either immediately or at any time before the expiry of notice period, subject to extant Rules. The Corporation reserves the right not to accept the resignation of the employee, if circumstances so warrant.
7. He/She will not be entitled to any travelling allowances/daily allowances for joining the post.
8. The appointment will be provisional and subject to the following conditions:
  - i. His/Her being found medically fit by the prescribed Authority i.e., Civil Surgeon/Medical Superintendent of Govt. Hospital. In case he/she is found medically unfit the appointment is liable to be cancelled.
  - ii. Verification of caste (SC/ST/OBC-Non Creamy Layer/EWS)/ PwBD /ESM certificate through proper channel from Issuing Authority, if applied under such category. If the verification reveals that the certificate submitted by the candidate is false or invalidated, his/her services are liable to be terminated at any stage without assigning any reason and without prejudice to any such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate for securing employment.

9 (a) He/She should communicate his/her acceptance of offer to the



- undersigned by 30.07.2023 through post or by email at agme2.fci@gov.in.
- b. He/She should report for duty to **General Manager (Hqrs.)** on or before **18.08.2023**.
- c. If his/her acceptance is not received by 30.07.2023 and he/she does not join for duty by 18.08.2023 in which case this offer of appointment is liable to be cancelled, subject to the decision of the Appointing Authority.
10. At the time of reporting for duty he/ she must furnish the following documents in original in support of his/ her candidature for verification:-
- Documents in support of his/her educational qualification, age and experience.
  - Certificate from a designated authority in support of your claim of being **SC/ST/OBC-Non Creamy Layer/EWS/PwBD/IESM** in the prescribed proforma in case you belong to any of such category. The name of caste/tribe should be appearing in notified Central List.
  - Relieving order and LPC from present employer, if employed.
  - Service particulars/ certificate from the office in case he/ she is seeking age relaxation as a departmental candidate.
  - Complete discharge certificate in support of his/her claim of belonging to Ex-Serviceman category, if applicable.
11. He/ She shall also furnish the following documents duly filled and signed at the time of reporting for duty for Verification:
- Attestation Form (Annexure-I).
  - Certificate of Character duly attested by District Magistrate or a Sub- Divisional Magistrate or their superior officers (Annexure-II).
  - Certificate of Marital status (Annexure-III).
  - Medical Certificate (issued by Govt. Hospital only) from the Civil Surgeon/Medical Superintendent. (Annexure-IV).
  - Declaration of Fidelity & Secrecy (Annexure - V).
  - Statement of Immovable Property (Annexure-VI).
  - Cardex Form (Annexure-VII) with self-attested photograph.
  - Three latest passport size photographs (attested on reverse side).

**He/She is advised to bring all original certificates for verification at the time of joining.**

- He/She will not be allowed to join duty till he/she produces all the requisite documents to the entire satisfaction of the Management and no further opportunity shall be accorded to him /her in this regard.
- If at any stage it is found that the candidate has indulged in any malpractice during the recruitment process or has furnished any false credentials / information, his/her candidature/appointment is liable to be cancelled/terminated without prejudice to the right of the Corporation to initiate appropriate legal proceedings against the candidate.
- His/her appointment will be subject to the final outcome of various Court Cases pending on the subject before various courts.

**Signed by Ram Raj Meena**  
**Date: 20-07-2023 14:09:14**

Asst. General Manager (E.II)  
For General Manager (Hqrs.)

To,  
Sh RAJ KUMAR SHAW,  
KOTA CHADIPUR,  
PANAGARH,  
PURBA BARDHAMAN,  
WEST BENGAL-713420.

SL. No. 797



# Mankar College

MANKAR, PURBA BARDHAMAN-713144  
WEST BENGAL

Estd - 1987

NAAC Accredited at 'B+'

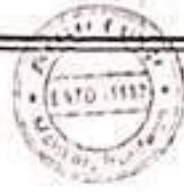
Tel/FAX No.: (0343) 2517269

Website : [www.mankarcollege.org](http://www.mankarcollege.org)

E-mail : [mail@mankarcollege.org](mailto:mail@mankarcollege.org)

2

Ref. No. MANK/Approval/SACT/2020/15



Date ...29/06/2020...

From : PRINCIPAL

MANKAR COLLEGE, POST : MANKAR,

DIST : PURBA BARDHAMAN

TO : DHARMENDRA KUMAR PASHI,  
VILL : BENEADIH, POST : PARASEA,  
DIST : PASCHIM BARDHAMAN, PIN : 713384.

Sub : Approval of engagement of Dharmendra Kumar Pashi as State Aided College Teacher, Category-I in Mankar college. He was earlier engaged as Guest Teacher (GT) w.e.f 12.09.2018.

You are hereby engaged as State Aided college Teacher, category-I of Hindi (subject) w.e.f. 01.01.2020 in terms of the Memorandum No.2081-Edn(CS)/10M-83/2019 dt. 23.12.2019 of the Higher Education Department, Govt. of West Bengal and memo no. ED-95/C44719/2020 Date: 24.06.2020 of Education Directorate.

The benefits/ remuneration will be admissible as laid down in the Higher Education Department's Memorandum No. 2081-Edn(CS)/10M-83/2019 dt. 23.12.2019 and subsequent Memorandum/Go issued in this respect from time to time.

*Shalli*  
Principal 29.6.20  
Mankar College

Encl: Approval order of Education Directorate.

Principal  
Mankar College



Date: 02.11.2022

Ref. : VBS/Sikar/2022-23/

Mr. Shubham Adhikari  
Khanpukur, Burdwan  
West Bengal – 713101  
Mobile: 9593635379

SL. No. 798

**APPOINTMENT LETTER CUM SERVICE AGREEMENT**

Dear Shubham Adhikari,

This refers your application for the post of **PGT Political Science & Geography** in our Sansthan. We are pleased to inform you that you have been selected for the post of **PGT Political Science & Geography** in our Vidya Bharati Public School, Todi Nagar, Sikar.

I hope you are willing to work in the light of aforesaid objectives.

**Your appointment will be subject to the following terms and conditions.**

- 1- Your normal place of work will be at the Vidya Bharati Public School of The Sansthan located at Todi Nagar, Sikar. However, The Sansthan reserves the right to require you to carry out your duties at any other Branch / School of The Sansthan within Sikar and / or of any subsidiary or affiliate of The Sansthan.
- 2- This Agreement is confidential and you shall not copy, disclose and/or communicate the contents hereof to any person/s.
- 3- At present your gross salary is Rs. 35,000/- with accommodation w.e.f. date of joining as per the salary scales.
- 4- You shall be on a Temporary / Trial Period for 90 working days. During the Temporary / Trial Period this agreement may be terminated at any time by The Sansthan, by giving one day's notice in writing. However, if you wish to quit your job during the temporary / trial period you have to give one month's notice in writing or one month's salary, in lieu thereof, from the date of your resignation.
- 5- Upon the expiry of the Temporary / Trial Period or before the completion of the same if your performance is found to be satisfactory, The Sansthan will issue you a letter confirming your appointment for the Probation Period for One Session or any period decided by The Sansthan. After the expiry of Temporary / Trial Period, if you do not receive any confirmation / communication from The Sansthan, then it should be understood that your Probation Period for the one Session has already been started w.e.f. the date of your joining.
- 6- After completion of Probation Period, your services and this agreement will be treated as terminated, However The Sansthan can extend your probation period for one more session after a detailed review of your performance and contributions made towards The Sansthan.

Registered Office: Todi Nagar, Sikar (Raj.)

Adm. Office : Civil Lines, Sikar (Raj.)

Helpline : 93527-12501, 93528-12501

+91-1572-274015, 274016, 270675

bschirana@vps.ac.in





SL. No. 799

Phone :- (03462) 262292  
Principal Chamber :- 263449  
email.abhedanandamahavidyalaya@gmail.com

4

# Abhedananda Mahavidyalaya

Estd.-1965

**Founder : Sri/mat Satyananda Dev**

Affiliated to B. U. in B. A. / B. Sc. / B. Com. Hons. & General Subjects  
and B. B. A. (Hons.) Course.

**SAINTHIA, BIRBHUM (W. B.)**

Ref. No. 18/09/2020 (22)

Date 04/07/2020

From, Teacher-in-charge  
Abhedananda Mahavidyalaya  
Sainthia, Birbhum  
731234

To, Rinku Kumari Rajbhar  
2/1, H/1, Rustam jee Parsee Road  
Kolkata, 700002

Sub: Approval of engagement of Rinku Kumari Rajbhar as State Aided College Teacher, Category-II in Abhedananda Mahavidyalaya. He was earlier engaged as GT w.e.f. 16/10/2017.

You are hereby engaged as State Aided College Teacher, Category-II of Hindi w.e.f. 01/01/2020 in terms of the Memorandum No. 2081 - Edn(CS)/10M-83/2019 dt. 23/12/2019 of the Higher Education Department, Govt. of West Bengal and memo no. ED-95/C44682/2020 dt. 24/06/2020 of Education Directorate.

The benefits/remuneration will be admissible as laid down in the Higher Education Department's Memorandum No. 2081-Edn(CS)/10M-83/2019 dt. 23/12/2019 and subsequent Memorandum/GO issued in this respect from time to time.



*Shibon K. Sarkar*  
Teacher-in-charge 04.07.2020  
Abhedananda Mahavidyalaya

**Teacher-in-Charge**  
Abhedananda Mahavidyalaya  
SAINTHIA, BIRBHUM

Encl: Approval order of Education Directorate





**MANKAR COLLEGE**  
MANKAR, PURBA BARDHAMAN-713144  
WEST BENGAL  
Estd.- 1987  
NAAC Accredited at 'B+'

Website : [www.mankarcollege.org](http://www.mankarcollege.org)  
E-mail : [mail@mankarcollege.org](mailto:mail@mankarcollege.org)

5

SL. No. 800

Ref. No. MANKAR/NAAC/SACT/2020/16

Date 29/06/2020

From : PRINCIPAL

MANKAR COLLEGE, POST : MANKAR,

DIST : PURBA BARDHAMAN

TO : PUJA GUPTA,

VILL : KULTI, POST : KULTI,

DIST : PASCHIM BARDHAMAN, PIN : 713343.

Sub : Approval of engagement of Puja Gupta as State Aided College Teacher, Category-II in Mankar college. She was earlier engaged as Guest Teacher (GT) w.e.f 12.09.2018.

You are hereby engaged as State Aided college Teacher, category-II of Hindi (subject) w.e.f. 01.01.2020 in terms of the Memorandum No.2081-Edn(CS)/10M-83/2019 dt. 23.12.2019 of the Higher Education Department, Govt. of West Bengal and memo no. ED-95/C44719/2020 Date: 24.06.2020 of Education Directorate.

The benefits/ remuneration will be admissible as laid down in the Higher Education Department's Memorandum No. 2081-Edn(CS)/10M-83/2019 dt. 23.12.2019 and subsequent Memorandum/Go issued in this respect from time to time.

  
Principal  
Mankar College 29.6.20

Encl: Approval order of Education Directorate.





75  
आज़ादी का  
अमृत महोत्सव

केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय राँची  
KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE, RANCHI  
(An Autonomous Body Under Ministry of Education, Govt. of India)  
के.वि. नामकुम परिसर, नामकुम राँची, झारखंड-834010  
KV, Namkum Campus, Namkum, Ranchi, Jharkhand-834010  
फोन: 09102992107 (DC), 09102992109(AC), 09102992108(FO)  
E-mail: deroranchi@gmail.com, acroranchi@gmail.com  
nororanchi@gmail.com, fororanchi@gmail.com  
Website: www.kvsroranchi.org.in

फा.40098/के.वि.सं(राँची)(प्रशा.)/2023-24/ 22679 - 82

दिनांक: 18.12.2023

### कार्यालय आदेश

केन्द्रीय विद्यालय संगठन क्षेत्रीय कार्यालय राँची के ज्ञापन संख्या F.40044/KVS/RO(Ranchi)/Admn/ 2023-24/ 21453 दिनांक 30.11.2023 के क्रम में सीधी भर्ती के माध्यम से हिंदी अनुवादक (Hindi Translator) के पद पर चयनित होने के परिणामस्वरूप Ms. Priyanka Singh ने केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, राँची में हिंदी अनुवादक (Hindi Translator) के पद पर दिनांक 08.12.2023 (पूर्वाह्न) में कार्यभार ग्रहण किया।

सुजाता मिश्र  
(सुजाता मिश्र)  
सहायक आयुक्त

### वितरण :-

1. Ms. Priyanka Singh, Hindi Translator, केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, राँची।
2. सहायक आयुक्त (स्था -II/III), केन्द्रीय विद्यालय संगठन, मुख्यालय, नई दिल्ली।
3. वित्त अधिकारी, केन्द्रीय विद्यालय संगठन, क्षेत्रीय कार्यालय, राँची।
4. प्राचार्य, समस्त केन्द्रीय विद्यालय, राँची संभाग।



# RANIGANJ GIRLS' COLLEGE

P.O.: Searsole Rajbari-713350, District: Paschim Bardhaman, West Bengal, India  
Principal: 0341-2444069, Telefax: 0341-2449274, Office: 0341-2445280  
e-mail: raniganjgirlscollege@gmail.com, Website: www.raniganjgirlscollege.org

**NAAC Accredited: B+**

Ref. No. RGC/246/1572(50)/2020

Date ... 30/06/2020 ...

## Form

The Principal  
Raniganj Girls' College  
Searsole Rajbari-713358  
Paschim Bardhaman, (W.B)

## To

RAJENDRA MAHATO  
8, ROBERT SON BYE LANE, PO-TELINIPARA, PS-BHADRESWAR, , PINCODE 712125  
HOOGHLY

*Sub: Approval of engagement of RAJENDRA MAHATO as State Aided College Teacher, Category-II in Raniganj Girls' College. He was earlier engaged as Guest Teacher or Equivalent w.e.f 01.09.2018*

*You are hereby engaged as State Aided College Teacher, Category-II of Hindi w.e.f. 01.01.2020 in terms of the Memorandum No. 2081-Edn(CS)/10M-83/2019 of the Higher Education Department, Govt. of West Bengal and memo no.: ED-95/C44708/2020 of Education Directorate.*

*The benefits/ remuneration will be admissible as laid down in the Higher Education Department's Memorandum No. 2081-Edn (CS)/10M-83/2019 dt. 23.12.2019 and subsequent Memorandum/GO issued in this respect from time to time.*

Date : 30/06/2020

*Chhabi De*  
[Dr. Chhabi De]  
Principal  
Principal  
Raniganj Girls' College  
P.O. Searsole Rajbari-713350  
Dist-Paschim Bardhaman, (W.B)

Encl: Approval order of Education Directorate



## South Central Railway

सि.व.दू.सं.का./मेदुगुडा/S&amp;T/WS/MFT

पहचान पत्र/EMPLOYEE IDENTITY CARD



नाम / Name: SATISH KUMAR MAHATO

पदनाम / Designation: Jr. TRANSLATOR

भ.नि.खा.सं./PF/NPS No: 24829800596

जन्म तिथि / D.O.B: 13.05.1994

रे.स्वा.के/स्वा.के/RH/HU: CH/ LGD

ब्लड ग्रुप/Blood Group: A+ve

वैधता की तारीख/Valid Upto:31.03.2023

Satish Kumar Mahato

B. S. S. Mahapatra

CWM/S&amp;T/WS/MFT

Authorizing Authority



SL. No. 804

9

School Posting Letter

कार्यालय, जिला शिक्षा पदाधिकारी, जमुई  
विद्यालय पदस्थापन पत्र



पत्रांक: JAM/ADV-27/2023/SAL/GI(11-12)/9834310

दिनांक: 20-02-2024

पद का नाम:- विद्यालय अध्यापक (11-12)

विषय:- हिन्दी

प्रेषित,

PUJA KUMARI

D/O : UGENDRA JHA

Category - UR

Roll No. - 626865

ID No. - BPJAM22313468447

Address - C/O UGENDRA JHA, 122 MAURA, GIDHAUR MAURA, Jamul (Bihar)-811305

आपको बलौर विद्यालय अध्यापक, जिला - जमुई के प्रखंड - SIKANDRA के विद्यालय - U.H.S.NAVKADIH (10371101701) में पदस्थापित किया जाता है। आपका वेतन विद्यालय में योगदान की तिथि से प्रारंभ होगा। आप अपना योगदान संलग्न योगदान प्रपत्र के अनुसार प्रधानाध्यापक/प्रभाटी प्रधानाध्यापक के समक्ष इस पत्र के निर्गत होने की तिथि से 02 (दो) दिनों के अन्दर करें।

प्रधानाध्यापक/प्रभाटी प्रधानाध्यापक संलग्न प्रपत्र को प्रतिदस्ताक्षरित करत मूल प्रति जिला शिक्षा पदाधिकारी, जमुई के कार्यालय में समर्पित करेंगे, जहां योगदान संबंधी प्रविष्टि सॉफ्टवेयर के माध्यम से सत्यापित की जाएगी।

आपकी परीक्षा अवधि भी विद्यालय में योगदान की अवधि से प्रारंभ होगी।

अनुलग्नक:-यथोक्त

विद्यालयाध्यक्ष

जिला शिक्षा पदाधिकारी  
जमुई



कार्यालय, जिला शिक्षा पदाधिकारी, गया  
विद्यालय पदस्थापन पत्र



पत्रांक: GAY/ADV-27/2023/SAL/GI(11-12)/6842172

दिनांक: 11-02-2024

पद का नाम:- विद्यालय अध्यापक (11-12)

विषय:- हिन्दी

प्रेषित,

RESHMI PANDIT

D/O : RAM AVTAR PANDIT

Category - EBC

Roll No. - 295532

ID No. - BPGAY22319975370

Address - PAYEGA MAHAL ROAD, PASIKHANA, POST OFFICE - NUTARGANJ, DIST - PURBA BURDWAN,  
(West Bengal) - 713102

आपको बतौर विद्यालय अध्यापक जिला - गया के प्रसिद्ध - गिकारिबि विद्यालय - UCHCHA MADHYAMIK VIDYALAYA CHHATHAWAN (1085091/1708) में पदस्थापित किया जाता है। आपका वेतन विद्यालय में योगदान की तिथि से प्रारंभ होगा। आप अपना योगदान वेतन के योगदान प्रपत्र के अनुसार प्रधानाध्यापक/प्रभारी प्रधानाध्यापक के समक्ष इस पत्र के निर्गत होने की तिथि से 02 (दो) दिनों के अंदर करें।

प्रधानाध्यापक/प्रभारी प्रधानाध्यापक संलग्न प्रपत्र को प्रतिहस्ताक्षरित कर: गुरु प्रति जिला शिक्षा पदाधिकारी, गया के कार्यालय में सगपित करेंगे, जहां योगदान वेतन के आधार पर वेतन के माध्यम से सत्यापित की जाएगी।

आपकी परीक्षा अवधि भी विद्यालय में समाप्त होगी जब तक कि वेतन प्रारंभ नहीं होगा।

अनुलग्नक:-यथोक्त।

विश्वरामभजन

जिला शिक्षा पदाधिकारी  
गया



कार्यालय, जिला शिक्षा पदाधिकारी, मुजफ्फरपुर  
विद्यालय पदस्थापन पत्र



पत्रांक: MUZ/ADV-27/2023/SAL/GT(11-12)/2809560

दिनांक: 17-02-2024

पद का नाम:- विद्यालय अध्यापक (11-12)

विषय:- हिन्दी

प्रेषित,

POOJA JHA

D/O : NABIN KUMAR JHA

Category - UR

Roll No. - 626967

ID No. - BPMUZ22317430262

Address - KHANGURA, KHANGURA DIH, KATWA BLOCK, MUZAFFARPUR (Bihar)-843321


आपको बतौर विद्यालय अध्यापक जिला - मुजफ्फरपुर के ब्लॉक - BANDRA के विद्यालय - U.H.S.MUNNI BAINGARI (10141602401) में पदस्थापित किया जाता है। आपका केंद्र विद्यालय में योगदान की तिथि से प्रारंभ होगा। आप अपना योगदान संलग्न योगदान पत्र के अनुसार प्रधानाध्यापक प्रभारी प्रधानाध्यापक के समक्ष इस पत्र के निर्गत होने की तिथि से 02 (दो) दिनों के अन्दर करें।

प्रधानाध्यापक/प्रभारी प्रधानाध्यापक संलग्न पत्र के अतिहस्ताक्षरित कर मूल प्रति जिला शिक्षा पदाधिकारी, मुजफ्फरपुर के कार्यालय में समर्पित करेंगे, जहां योगदान संबंधी प्रविष्टि आपत्तवैत के माध्यम से सत्यापित की जाएगी।

आपकी परिवीक्षा अवधि भी विद्यालय पदस्थापन पत्र के निर्गत होने के साथ ही प्रारंभ होगी।

अनुलग्नक:-यथोक्त।

विधायक

  
20/02/24  
9:30 AM  
प्रभारी प्रधानाध्यापक  
30 मा० सि० मुन्नी बैंगरी  
बन्दरा मुजफ्फरपुर

जिला शिक्षा पदाधिकारी  
मुजफ्फरपुर।

Pooja Jha



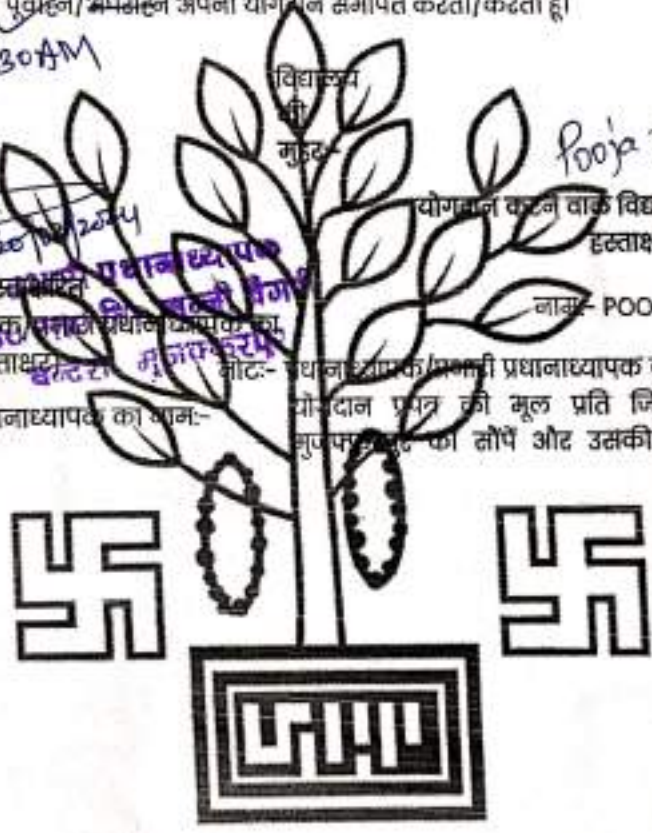
### योगदान प्रपत्र



में श्री/श्रीमती/सुश्री POOJA JHA, पिता/पति NABIN KUMAR JHA, पता:- KHANGURA, KHANGURA DIH, KATRA BLOCK, Muzaffarpur (Bihar)-843321 बतौर विद्यालय अध्यापक (ID No. BPMUJ222317430262) जिला - मुजफ्फरपुर के प्रखंड - BANDRA के विद्यालय U.H.S.MUNNI BAINGARI (10141602401) में आज दिनांक 20/02/2024 को पूर्वाह्न/अपमह्न अपना योगदान समर्पित करता/करती हूँ।

9:30AM

विद्यालय की मुहर  
 Pooja Jha  
 योगदान करने वाले विद्यालय अध्यापक का हस्ताक्षर  
 नाम:- POOJA JHA  
 प्रतिहस्ताक्षरित प्रधानाध्यापक (विद्यालय के प्रधानाध्यापक/प्रभारी प्रधानाध्यापक का हस्ताक्षर)  
 मुजफ्फरपुर  
 नोट:- प्रधानाध्यापक/प्रभारी प्रधानाध्यापक का कर्तव्य है कि वह इस योगदान प्रपत्र की मूल प्रति जिला शिक्षा पदाधिकारी, मुजफ्फरपुर का सौंपे और उसकी एक छाया-प्रति अपने कार्यालय में रखें।





# शिक्षा विभाग

बिहार सरकार

इस परिचय पत्र को हमेशा अपने साथ रखिये।

परिचय-पत्र विवरण



नाम **VIKASH SHAW**

पदनाम **VIDYALAYA ADHYAPAK (11-12) HINDI**

पदनाम सं. **BPBEG12317948144**

पता **ANJIR BAGAN MATI BAG**

**PO-KANCHANNAGAR,**

**DIST-PURBA BARDHAMAN -713102**

फोन नं. **7001452365**

जननिधि **21-01-1998** ब्राह्मण

नियुक्ति की तिथि **06-02-2024**

विद्यालय का नाम **SAHID SATYADEV SMARAK**

**HIGH SCHOOL BARIYARPUR**

**BLOCK-BALIA , BEGUSARAI**

विद्यालय कोड **10201600703**

*S. Satyadev Smarak*  
प्रधानाध्यापक का हस्ताक्षर एवं मुहर

विद्यालय का नाम  
बरीयारपुर (सेगुसराय)

*Vikash Shaw*

विद्यालय अध्यापक का हस्ताक्षर



# JAWAHAR NAVODAYA VIDYALAYA

Dhing, Dist - Nagaon, Assam - 782123

Ministry of Education, Govt. of India  
Department of School Education and Literacy



सत्यमेव जयते

Name: **ROSHNI SHAW**  
Designation: **TGT - Hindi**  
Date of Birth: **22 / 02 / 1997**  
Date of Joining: **01 / 07 / 2023**  
Validity: **Till Transfer**



*Roshni Shaw*

Signature of the employee

*Principals*  
PRINCIPAL



कार्यालय, जिला शिक्षा पदाधिकारी, सिवान  
विद्यालय परिसर, तदवा



पत्रांक: ESN/ADY-27/2023/SAL/OI(II-12)/3073211

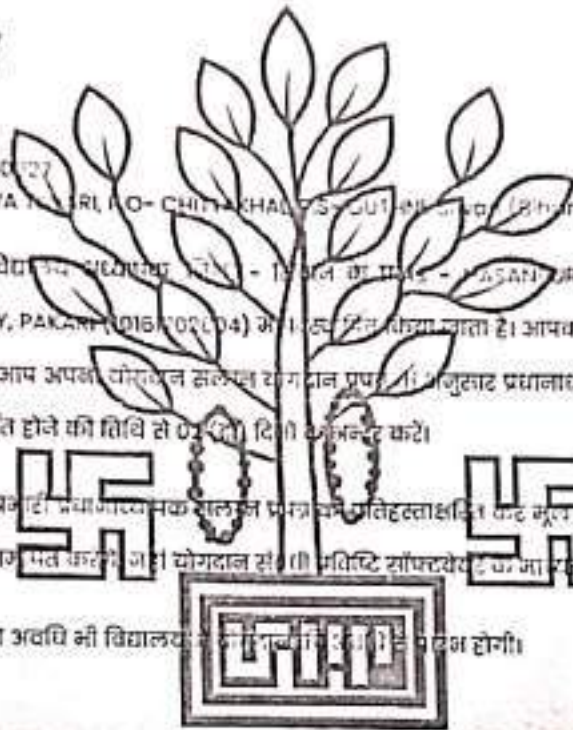
दिनांक: 17-02-2024

पद का नाम - विद्यालय अध्यापक (II-12)

विषय - रिक्ति

उपेक्षित

NEERAJ KUMAR YADAV  
S/O : RAJNATH YADAV  
Category - BC  
Roll No - 620042  
ID No. - BPSRV12316050127  
Address - VIL- TADWA, P.O- CHITRAKHAR, DIST- SIWAN (Bihar)-841435



आपकी बतौर विद्यालय अध्यापक (II-12) के पद पर - PUSANJARA के विद्यालय - UCHCH  
MADHYAMIK VIDYALAY, PAKARI (016/02004) में नियुक्ति किया जाता है। आपका चेतन विद्यालय में योगदान  
की तिथि से प्रारंभ होगी। आप अपना पंजीकृत सत्यसंज्ञक योगदान प्रपत्र / अनुसूचित प्रधानाध्यापक/पंजीकृत प्रधानाध्यापक  
के समक्ष इस पत्र के जिनगी होने की तिथि से उपरोक्त दिनांक प्रस्तुत करें।

प्रधानाध्यापक/पंजीकृत प्रधानाध्यापक के समक्ष प्रपत्र की प्रतिलिपि/सत्यसंज्ञक प्रपत्र प्रतिलिपि जिला शिक्षा पदाधिकारी,  
सिवान के कार्यालय में दाखल करवाएँ। जहाँ योगदान सत्यसंज्ञक प्रपत्र की प्रतिलिपि/सत्यसंज्ञक प्रपत्र प्रतिलिपि की जाएगी।

आपकी परीक्षा अवधि भी विद्यालय के कार्यालय में ही प्रारंभ होगी।

अनुसूचित-यशोका

विद्यालय

जिला शिक्षा पदाधिकारी  
सिवान



	<p style="text-align: center;">केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN भुवनेश्वर संभाग / Bhubaneswar Region (Under Min. of Education, Govt. of India) Mancheswar Railway Colony, Bhubaneswar-17 Tel: 0674-3510466(DC)/0674-3510081(AO) E-mail : <a href="mailto:gdmnrobbsr@gmail.com">gdmnrobbsr@gmail.com</a> Website : <a href="http://robhubaneswar.kva.gov.in">http://robhubaneswar.kva.gov.in</a></p>	<p style="text-align: center;">75 आज़ादी का अमृत महोत्सव</p> <p style="text-align: center;">G20</p>
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No. F. 15042/2/2023-KVS (BBS)/ 17/191

Dated:30.11.2023

**MEMORANDUM****SUB:-OFFER OF APPOINTMENT TO THE POST OF TGT (HINDI)**

With reference to his/her application, Mr/Mrs/Ms.PUJA KUMARI SHAW is hereby informed that he/she has been selected for appointment against a temporary post of TGT (HINDI) in Kendriya Vidyalaya Sangathan in the pay matrix/level 7 (44900-142400) (7<sup>th</sup> CPC) and initially posted at Kendriya Vidyalaya BOLANGIR NO.1 in Bhubaneswar Region. He/she will draw pay, allowances and other benefits as admissible to the employees of Kendriya Vidyalaya Sangathan. This offer of appointment is subject to the candidate producing Medical Certificate of fitness issued by a District Medical officer or a medical officer of equivalent status.

2. If the candidate is a woman, she should certify that she is not in the family way at the time of acceptance of the appointment. If, however, she is pregnant of twelve weeks standing or more as a result of medical test at the time of acceptance of appointment, it will be open to candidate herself to seek exemption from joining the appointed post for the duration till her confinement is over, if she desires so. Furthermore, such woman candidate, in such a situation, who expresses her willingness to join, is required to produce a certificate of fitness from Chief Medical Officer (CMO) of Govt. Hospital stating that she is fit to carry out the assigned work in her present state.
3. No TA/DA will be admissible while initially joining the Sangathan as TGT (HINDI) at the place mentioned in the first para of this memorandum.
4. He/she will be on probation for a period of 02 years which may be extended. Upon successful completion of probation, he/she will be confirmed as per the rules of Kendriya Vidyalaya Sangathan.
5. During the probation and thereafter, until he/she is confirmed, the services of appointee are terminable. The appointing authority reserves the right to terminate the services of the appointee at any point of time during the probation period without assigning any reason thereof.
6. Other terms and conditions of service governing the appointment are as laid down in the Education Code for Kendriya Vidyalayas as amended from time to time and relevant rules of Government of India. A Welfare Scheme namely Kendriya Vidyalaya Sangathan Employees Welfare Scheme has been introduced from 01.4.2002 and joining this scheme is compulsory.